

Lizella Baptist Church Guidelines & Procedures

Manual

Appendix 3



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I. Introduction

This document provides a comprehensive description of the committee structure of Lizella Baptist Church so that all the needs of the church can be systematically addressed with minimum overlap of committee responsibilities, and individual church members can accept committee positions with a clear understanding of what duties they are to perform.

Section II provides some general guidelines which pertain to all committees so that needless repetition can be avoided in the description of specific committees. Individual job descriptions for each committee of the church are provided in Section III.

II. General Guidelines Affecting All Committees

The following general guidelines apply to all committees unless deviation there from is specified in the committee's job description.

Membership

1. As a general policy, only active members of Lizella Baptist Church should be asked to serve as committee members. Active membership is defined as attending at least monthly and conforming in faith and action to requirements in Section II Membership in the Lizella Baptist Constitution and By-Laws.
2. Standard term of office on standing committee is three years, with one-third of the members being replaced each year. When a person rotates off a standing committee if he/she has served for more than one year, said person is ineligible to be re-elected to the same committee until a period of one year has lapsed unless specified in committees' job description.
3. All salaried members of the church are ex-officio members of all committees.
4. Formation of Special Task Force Committees may be appointed by the Nominating Committee.
5. No person shall serve on more than two standing committees at one time. No person shall chair more than one Standing Committee at a time. This does not include Special Task Force Committees.

Reporting Procedures

1. Committees shall submit an initial report within six weeks after term of office commences that outlines goals and objectives for the year. Other reports to be submitted are stipulated in the various job descriptions.
2. Reports shall be written and submitted in triplicate: one copy to the Executive Pastor, one copy on file in the church office, and one copy to the appropriate committee. Report forms will be provided.

3. Reports presented orally to the church congregation should take maximum advantage of the presentation aids provided by the church. Use of slides, charts, etc. is encouraged. The church staff shall provide a coordinated schedule for these oral committee reports.

Budget Responsibilities

1. Each committee that has or desires church budget responsibility shall prepare an itemized budget request and submit it to the Finance Committee no later than July 31st prior to the start of the new budget year. All requests will be reviewed for incorporation into a proposed unified church budget. Budget items approved by the church do not require church action at the time of disbursement. Any single expenditure which deviates from the approved budget plan shall require church approval.
2. Disbursements from a budget account must be requested and approved by the chairman of the committee responsible for that account. Committees should allow two weeks for requests to be processed.

III. Committee Job Description & Policies

The following committee descriptions are arranged alphabetically in a standard format for ease of interpretation and cross reference.

Baptism Committee

Benevolence Committee

Bereavement Policy

Building and Maintenance Committee

Cemetery Trustees

Church Officers

Church Supper Committee

Church Trustees

Constitution and By-Laws Committee

Decoration Committee

Directors: Men's, Women's, Golden Fellowship, VBS, Sunday School & HOPE

Finance Committee

Grounds Committee

Hospitality Committee

Long Range Planning Committee

Lord's Supper Committee

Media/Library Committee

Missions Committee

Nominating Committee

Personnel Committee

Recreation Committee

Transportation Committee

BAPTISM COMMITTEE

General Purpose

Assist the Minister with the baptismal services.

1. **Responsibilities**

- a. Assist the candidates prior to and following baptism and to assist with instructions for baptism.
- b. Arrange for filling and emptying of the baptistry at the appropriate times.
- c. Maintain equipment and supplies such as hair dryers, boots, robes, towels, etc.

2. **Membership**

Six members consisting of:

Chair and five members recommended by Nominating Committee and approved by church membership, with one-third rotating off every year.

Membership shall consist of three male and three female members.

3. **Reporting**

Provide copy of reports to Executive Pastor and Office Manager.

4. **Coordination**

Works closely with:

- a. Minister – prepare for baptismal services
- b. Building Committee – request maintenance required to keep the baptistry in working order.
- c. Custodian/Facilities Staff – arrange for filling and emptying of the baptistry.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized input to Finance Committee annually no later than July 31st.

7. **Meetings**

Meet as necessary.

BENEVOLENCE COMMITTEE

General Purpose

Provide a sharing ministry to those in need.

1. Responsibilities

- a. Review all requests regarding the distribution of the benevolence fund.
- b. Visit persons who have received aid from the church. The committee may transfer the responsibility of the follow-up visit to another church member, e.g. the person who initially identified the need.
- c. Aggressively seek opportunities to provide a sharing ministry to those in need.
- d. Maintain strict confidentiality in regard to the identity of any person receiving or under consideration for aid.
- e. Become familiar with community welfare agencies and their functions, thus being in a position to refer persons in need to the appropriate community agency.

2. Membership

- a. Five members consisting of:

Lead Pastor, Executive Pastor, member of Finance Committee, one active deacon, and one member at large.
- b. The pastor will serve as Chairman and the Executive Pastor as the Vice-Chairman.
- c. The member from the church at large shall rotate off each year and may be re-elected without an inactive period. All other persons shall serve as long as they hold their respective offices. The Deacon Chairman appoints a deacon each year.

3. Reporting

Maintain confidential documentation for all requests for vetting and record-keeping purposes. Submit approved requests to Office Manager for disbursement.

4. Coordination

Works closely with Finance Committee, Pastors, and other persons receiving and reviewing recommendations.

5. Authority

- a. The Chairman has the authority to approve the expenditure for up to \$100 from the Benevolence Fund in emergency situations and report this expense to the Benevolence Committee.
- b. Necessary authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized input to Finance Committee annually no later than July 31st.

7. **Meetings**

Annually and as necessary.

BEREAVEMENT POLICY

General Purpose

Provide guidance regarding meal assistance available following the death of church member.

1. **Golden Fellowship** is responsible to provide a funeral meal at the church for the member of Golden Fellowship who has passed. Meat is provided by Benevolence Fund; sides are provided by individual Golden Fellowship members. The Sunday School class still has responsibility to minister to the family's needs in the immediate aftermath of the Golden Fellowship member's passing.

2. **Sunday School Class** is responsible to minister in the event of a member or immediate family member's passing. This includes ministering for immediate needs and provision of a funeral meal at the home or at the church if desired by family. In the instance of Sunday School classes where regular attendance is 10 or less, some assistance for food provision and serving assistance can be requested of Bereavement Committee or others in the church through contacting the church (478)935-8632, but assistance is not guaranteed.

3. **Bereavement Committee** is responsible to provide a funeral meal at the church for church members who were not members of a Sunday School Class. However, fellow church members should minister voluntarily in the days immediately following a loss and will be called upon to assist with food provision from the Bereavement Committee for the funeral meal. Meat is provided through the Benevolence budget in this instance.

BUILDING & MAINTENANCE COMMITTEE

General Purpose

Ensure proper maintenance, utilization and safety of all church owned buildings.

1. **Responsibilities**

- a. Inspect the church property on a regular basis and ensure the property is in a clean, comfortable and serviceable condition.
- b. Committee Chairmen must approve any disbursement of funds within budget and submit requisitions over \$500 to Finance for approval. Any expense over the budgeted amount shall be approved by the church.
- c. Arrange for Fire Marshall to inspect annually the church buildings and grounds.
- d. Develop and carry out an inhouse routine inspection to identify any safety and fire hazards.
- e. Conduct an energy survey to determine if equipment is operating at maximum efficiency.
- f. Be responsible for assigning all building space and issuing all means of access in coordination with church staff.
- g. Be responsible for approving, with Executive Pastor, use of church facilities by non-church groups.
- h. Determine and implement space improvements, renovations and upgrades.
- i. Approve or deny any requests for furnishings, window treatments, furniture or other improvements to be installed in any part of church facilities. None shall be completed without permission of this Committee.

2. **Membership**

Five members consisting of Chairman and four members recommended by the Nominating Committee and approved by church membership, with two rotating off annually.

3. **Reporting**

Provide copy of reports to Executive Pastor and Office Manager.

4. **Coordination**

Works closely with church staff to receive notice of any maintenance and repairs needed.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized input to Finance Committee no later than July 31st.

7. **Meetings**

Meet as necessary.

CHURCH OFFICERS

General Purpose

Support operations of the church by serving as officers for Treasury, Records, and incorporation registration through the GA Secretary of State office.

2. **Responsibilities**

- a. Serve as signatory on Secretary of State registration.
- b. Coordinate with Executive Pastor to ensure training and continuing education for present and successive Treasurer, Assistant Treasurer, Finance Chair, and Office Manager.

2. **Membership**

Three members consisting of:

Trustees, Church Clerk, and Treasurer as selected by Nominating Committee annually and approved by church membership. May serve consecutive terms.

3. **Reporting**

Provide quarterly and annual report of membership and meeting minutes to Executive Pastor and Office Manager.

4. **Coordination**

Works closely with:

- a. Executive Pastor on training and fulfillment of Treasurer/Assistant Treasurer responsibilities.
- b. Office Manager on state filings and reporting.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

No budget requirements.

7. **Meetings**

Meet as necessary.

CHURCH SUPPER COMMITTEE

General Purpose

Successfully prepare and serve regularly scheduled Wednesday night supper for congregation and guests.

1. Responsibilities

- a. Plan balanced, healthy and delicious menus for scheduled family suppers.
- b. Secure & store all product by efficient and cost-effective methods, in compliance with Health Department Food & Safety Guidelines.
- c. Maintain the kitchen equipment and cleanliness in a manner that meets with Health Department guidelines.
- d. Prepare & serve the churchwide meal weekly or as scheduled in a manner consistent with Health Department Food Safety guidelines.
- e. Adequately staff kitchen operations for each meal period including preparation, service, and clean up in all stations.
- f. Track guest counts so as to prepare adequate amounts of food without costly waste.
- g. Monitor equipment for any safety hazard or malfunction and report inadequacies as needed for repair or replacement.
- h. Keep stock of supplies and order as necessary.

2. Membership

Twelve members and two alternates recommended by the Nominating Committee and approved by church membership, with four members rotating off annually. Members may be re-elected without an inactive period.

3. Reporting

Provide a report to the church office of guests served weekly.

4. Coordination

Works closely with Church Secretary for scheduling and reservation totals, custodial staff for compliance with Health & Safety standards, as well as Facilities/Maintenance for any equipment needs that arise.

5. Authority

Full authority to carry out the defined responsibilities.

6. Budget Responsibilities

Submit itemized inputs to Finance Committee no later than July 31st.

7. Meetings

Meets annually and as required or requested.

CHURCH TRUSTEES

General Purpose

Support operations of the church by serving as signatories for the church on legal documents such as investment accounts, property deeds/purchases, contracts and the like.

1. **Responsibilities**

- a. Sign legally binding contracts as needed as representative of the church according to affirmative vote of the church body.
- b. Coordinate with Executive Pastor to review prospective contracts and binding documents to ensure document specifications are as expected prior to signing.

2. **Membership**

Three members selected by Nominating Committee annually and approved by church membership. May serve consecutive terms.

3. **Reporting**

No reporting required.

4. **Coordination**

Works closely with:

- a. Executive Pastor and Office Manager.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

No budget requirements.

7. **Meetings**

Meet as necessary.

CEMETERY TRUSTEES

General Purpose

Oversee the stewardship of cemetery plots and keep records of cemetery-related transactions.

2. **Responsibilities**

- a. Keep a record of all cemetery plots, registrations, purchases and deeds.
- b. Coordinate with families wishing to purchase a burial plot. Collect payment and issue deeds as appropriate.
- c. Coordinate with funeral service providers to mark the plot to be used for upcoming burial placements.
- d. Steward the resources given toward cemetery upkeep, remitting to those due the funds necessary for maintenance, and investing funds for growth to sustain future care.

2. **Membership**

Three members selected by Nominating Committee annually and approved by church membership. May serve consecutive terms.

3. **Reporting**

No reporting required.

4. **Coordination**

Works closely with:

- a. Executive Pastor and Office Manager.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

No budget requirements.

7. **Meetings**

Meet as necessary.

CONSTITUTION & BY-LAWS COMMITTEE

General Purpose

Review the Constitution and By-Laws and make recommendations to the church.

1. Responsibilities

- a. Review Constitution and By-Laws annually.
- b. Prepare and make recommendations to the church when changes in the Constitution and By-Laws are needed.

2. Membership

Six members consisting of the Chairman and five members recommended by the Nominating Committee and approved by the church membership, with one-third rotating off annually.

3. Reporting

- a. As needed.
- b. Provide annual report to Executive Pastor and Office Manager.

4. Coordination

Distribute Constitution to all Committee Chairs for coordination.

5. Authority

Full authority to carry out the defined responsibilities.

6. Budget Responsibilities

Submit itemized input to Finance Committee annually no later than July 31st.

7. Meetings

Meets annually and as needed.

DECORATION COMMITTEE

General Purpose

Obtain & manage décor for church and church-related activities.

1. **Responsibilities**

- a. Coordinate securing, arranging and disposing of decoration arrangements for church services.
- b. Be responsible for decorating church facilities for all special occasions, (i.e. Christmas, Easter).
- c. Maintain surveillance of the church to ensure decorations utilized on the campus are in good taste, reflecting Christian principles.
- d. Responsibilities do not include paint, remodeling, or any furnishings.
Recommendations for these decisions will be presented to Building, Space & Maintenance and the Executive Pastor for approval within Stewardship guidelines.

2. **Membership**

Six members consisting of:

Chair and five members recommended by Nominating Committee and approved by church membership, with one-third rotating off every year.

3. **Reporting**

Provide copy of reports to Executive Pastor and Office Manager.

4. **Coordination**

Provide input to other committees and church leaders concerning the need for special flowers and/or decorations as requested.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized budget recommendation to Finance Committee annually not later than July 31st.

7. **Meetings**

Meets as necessary.

DIRECTORS

General Purpose

Coordinate and plan activities and programs for associated ministries of the church to promote increased participation, fellowship, service, and outreach which reflects the mission and vision established for the church to reach, serve and disciple others to have a personal relationship with Jesus.

3. **Responsibilities**

- a. Develop a regular schedule for ministry meetings, fellowships and service opportunities for ministry members.
- b. Coordinate with Executive Pastor to review prospective contracts and binding documents to ensure document specifications are as expected prior to signing.

2. **Membership**

Directors are selected by Nominating Committee annually and may serve consecutive terms.

3. **Reporting**

Written and/or verbal reports to the church are recommended quarterly at conference, and required annually with updates on membership, activities accomplished, and future plans for ministry.

4. **Coordination**

Works closely with:

- a. Executive Pastor to ensure ministry plans align with budget and mission/doctrines of the church.
- b. Education Minister to ensure resources are allotted accordingly to accommodate ministry objectives.
- c. Church Secretary to ensure facility resources are available to accommodate planned activities.
- d. Children/Preschool Directors to ensure trained volunteers are available for childcare and abuse prevention.
- e. Worship Minister to ensure audio/visual needs are met for any planned programming.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized budget recommendation to Finance Committee annually no later than July 31st.

7. **Meetings**

Meet as necessary.

FINANCE COMMITTEE

General Purpose

Supervise and evaluate all phases of the church's financial program.

1. **Responsibilities**

- a. Prepare and recommend to the church the annual budget based on analyzed input from various organizations and committees.
- b. Monitor expenditures and assist organizations and committees to operate within the limits of the approved budget.
- c. Receive and discuss quarterly financial reports with particular attention to compliance with budget allotments.
- d. Inform membership as to financial status of the church.
- e. Assume responsibility for counting and depositing all monies received by the church.
- f. Make recommendations concerning the expenditures of funds not specifically provided for in the budget, honorariums, special gifts, etc.
- g. Provide annual review of books and accounts of the church by the committee.

2. **Membership**

Eight members including:

Six members (chair and 5 members) at large with one-third rotating off every year.
Church Treasurer ex-officio
Assistant Treasurer ex-officio

3. **Reporting**

Provides a quarterly report to the church concerning the financial status, as to receipts and disbursements.

4. **Coordination**

Works closely with:

- a. All committees and organizations relative to the budget requirements of each.
- b. Personnel Committee to recommend salaries in the budget.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Includes in the church budget any funds needed to carry out the committees' responsibilities.

7. **Meetings**

Meets as necessary.

GROUNDS COMMITTEE

General Purpose

Develop a master plan for the design and up-keep of the church grounds.

1. **Responsibilities**

- a. Develop a long-range landscaping plan for the church grounds. Work in coordination with Executive Pastor to establish lawn care contract.
- b. Master plan would have a numbering system for shrub and tree layout as for types, sizes, etc.
- c. Involve membership in work projects at various times of the year to plant and care for the church grounds.
- d. Inspect and recommend changes and repairs to parking areas and church grounds.

2. **Membership**

Six members consisting of:

Chair and five members recommended by Nominating Committee and approved by church membership, with one-third rotating off every year (May serve consecutive terms).

3. **Reporting**

Provide copy of reports to Executive Pastor and Office Manager.

4. **Coordination**

Works closely with Building Committee, Finance Committee and work groups within the church.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized budget recommendation to Finance Committee annually no later than July 31st.

7. **Meetings**

Meets as necessary.

HOSPITALITY COMMITTEE

General Purpose

Supervise plans for anniversary celebrations, receptions and other church social gatherings.

4. **Responsibilities**

- b. Supervise the care and storage of all church hosting equipment such as tablecloths, punch bowl/ladle sets, candle holders, dishes, etc.
- c. Plan refreshments when necessary for seminars, receptions or church emphasis programs.
- d. Oversee set up and clean up operations for churchwide social events or special events as planned.

2. **Membership**

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church membership, with one third rotating off annually. Members may serve consecutive terms.

3. **Reporting**

Provides a written report annually describing inventories and events hosted throughout the year. One copy to the Executive Pastor and Office Manager.

4. **Coordination**

Works closely with Pastors, all committees and provides input to the annual calendar.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee annually no later than July 31st.

7. **Meetings**

Meets annually and as required or requested.

LONG RANGE PLANNING COMMITTEE

General Purpose

To discover and analyze long-range church and community needs, to recommend long-range goals and long-range strategies to the congregation, and to evaluate the long-range effectiveness of church programs.

1. **Responsibilities**

- a. Study long-range planning process.
- b. Organize committee to perform assigned work.
- c. Involve church members in surveys and studies.
- d. Maintain communications with the congregation.
- e. Discover needs of church and community.
- f. Analyze present and future needs of church and community.
- g. Set and present long-range plans to church.

2. **Membership**

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church membership, with one-third rotating off annually.

3. **Reporting**

Prepare annual report on goals and status of existing ideas. Provide any additional reports as necessary or requested by the church. One copy to the Executive Pastor and Office Manager.

4. **Coordination**

Works closely with all phases of the church.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

No budget inputs.

7. **Meetings**

Meets annually and as necessary or requested.

LORD'S SUPPER COMMITTEE

General Purpose

Assist ministers in preparing for a worshipful observation of the Lord's Supper.

1. **Responsibilities**

- a. Obtain and prepare the elements for the Supper.
- b. Prepare the table for observing the Supper.
- c. Be responsible for the cleaning, care, and storage of equipment and supplies for the Lord's Supper.
- d. Purchase equipment and supplies for Lord's Supper.

2. **Membership**

Two deacons and two additional members with one of each rotating off annually.
Deacons to be appointed by the Deacon Chairman.

3. **Reporting**

Provide copy of reports to Executive Pastor and Office Manager.

4. **Coordination**

Works closely with the ministers to prepare for the Supper. Obtain dates to be observed annually at the beginning of each church year. Ensure those dates are placed on the church calendar through coordination with Church Secretary.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit inputs for equipment and supplies to Finance Committee annually no later than July 31st.

7. **Meetings**

Meets annually with church staff to identify dates for observation and as necessary or requested.

MEDIA/LIBRARY COMMITTEE

General Purpose

Support the entire church program as a resource center for printed and audio/visual materials.

1. **Responsibilities**

- a. Promote the use of the Library through bulletin boards, church bulletin, etc.
- b. Select materials for use in the Library and screen recommendations from individuals and church organizations to ensure doctrinal integrity.
- c. Process all materials in the Library.
- d. Formulate and maintain effective procedures for circulation of all materials and audio-visual equipment.
- e. Inform church of new materials available.
- f. Recommend to the church the purchase, rental, lease, repair, and replacement of all needed a/v equipment and policies concerning use of equipment.
- g. Assist church members in the use of a/v equipment.

2. **Membership**

Minimum of three members recommended by the Nominating Committee and approved by the church membership. Members may serve consecutive terms.

3. **Reporting**

Provide annual report of status of inventory and future requirements to Executive Pastor and Office Manager.

4. **Coordination**

Works closely with all organizations and committees to identify media/library needs.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee annually by July 31st.

7. **Meetings**

Meets annually and as required or requested.

MISSIONS COMMITTEE

General Purpose

Establish, maintain and administer the Church's missions and outreach to include local, statewide, national, and international outreach, evangelism and service to the glory of God.

1. **Responsibilities**

- a. Seek the Lord's direction for missions and outreach so the church may partner with Him where He is working to reach and minister to the lost.
- b. Seek the Lord's guidance in developing new paths for outreach and ministry where needs are identified.
- c. Develop, organize and implement opportunities for members of all ages, experience, and abilities to explore their gifts in service and evangelism such that they learn and grow in faith.
- d. Provide avenues for potential members to get involved in the life of the church through service and make a difference in their world.
- e. Schedule and oversee churchwide fundraising initiatives so that the church body does not become overwhelmed by need or constant requests. Set goals for annual missions offerings (Lottie Moon and Annie Armstrong). Provide direction for additional fundraising opportunities such as the annual Missions Barbecue.
- f. Direct allocation of missions funds for church objectives.

2. **Membership**

Six members consisting of Chair and five members recommended by the Nominating Committee and approved by the church.

3. **Reporting**

Provide quarterly reports to keep the church adequately informed. Provide a written report annually to Executive Pastor and Office Manager detailing all missions activity, number of members engaged, and number of individuals impacted for God's glory.

4. **Coordination**

Works closely with church staff, committee chairmen and Finance Committee.

5. **Authority**

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

Submit budget inputs to the Finance Committee for annual missions objectives, special projects, trips, programs and scholarships for outreach, discipleship, evangelism training & missions opportunities by July 31st annually.

7. **Meetings**

Meets annually and as required or requested.

NOMINATING COMMITTEE

General Purpose

Enlist leaders to serve on all standing committees and ministry teams and recommend them to the church for approval annually.

1. Responsibilities

- a. The Nominating Committee shall take office as soon as approved by the church membership.
- b. Know and review all committee and director requirements for the upcoming year.
- c. Identify potential candidates for vacancy to be discussed with Lead Pastor and committee members.
- d. Present to the church for consideration the candidate names once approved by the Lead Pastor (no later than October 31st annually).
- e. Hold training sessions for committee members no later than the first week of December.
- f. Provide mentorship to new committee members.

2. Membership

- a. Six members recommended by Lead Pastor to serve a three-year term.
- b. Nominating Committee will identify upcoming vacancies no later than September 1st based on tenure and volunteerism for the next year. Leaders required to rotate off due to tenure will be identified as a vacancy. All others will be asked if they are willing to continue serving the remainder of their tenure.
- c. Nominating Committee will present candidate names for a church vote no later than November 30th.
- d. Nominating Committee will ensure training is offered for all committees during the month of December in preparation for the upcoming church year.
- e. One third of members at large rotate off annually.

3. Reporting

Recommendations to the church on nominees for leadership positions will be given during a business meeting.

4. Coordination

Works closely with the Lead Pastor and Executive Pastor to identify needs.

5. Authority

Full authority to carry out the defined responsibilities.

6. **Budget Responsibilities**

None.

7. **Meetings**

Annually in August and as needed the remainder of the year.

PERSONNEL COMMITTEE

General Purpose

Establish, maintain and administer the Church's personnel policies and procedures for all persons receiving compensation from the Church.

1. **Responsibilities**

- a. Recruit and interview prospective employees for all positions, exclusive of the Lead Pastor. Employ and discharge all church employees with the exception of Pastors and salaried Directors.
- b. Prepare job descriptions and evaluation forms for each position now authorized or that shall be authorized in the future by the Church.
- c. Develop and recommend salaries and benefits for Church employees, and submit to Finance Committee.
- d. Develop personnel policies and procedures and make recommendations to the Church concerning implementation.
- e. Monitor job performance through appropriate channels and respond to recommendations for change.
- f. Support any selected committees involved in personnel acquisitions for proper communication of the Church's policies and procedures to candidates, and development of compensation and benefits packages.
- g. Conduct annual performance reviews for Church employees.
- h. Delegate the responsibility for employing and supervising temporary hourly wage workers to a member of the Personnel Committee or to an appropriate member of the Church staff.
- i. Call upon non-voting additional auxiliary members in the search process.

2. **Membership**

Six members recommended by the Nominating Committee and approved by the church, with two rolling off annually.

3. **Reporting**

Provide reports as necessary to keep the church adequately informed.

4. **Coordination**

Works closely with:

- a. Pastors - in screening prospective staff
- b. Finance Committee – concerning any personnel actions related to budgeting
- c. Committees – consult with committees responsible for certain areas of the Church.

5. **Authority**

Full authority over Staff positions not related to ministries of the Church, e.g., Janitor, Secretary.

6. **Budget Responsibilities**

- a. Make budget inputs to the Finance Committee annually no later than July 31st for staff salaries, benefits, allowances and personnel acquisition costs.
- b. Conduct performance reviews and studies to recommend both the compensation structure and associated amounts for staff.

7. **Meetings**

Meets annually and as required or requested.

RECREATION COMMITTEE

General Purpose

Coordinate and evaluate the recreation program of the church.

1. **Responsibilities**

- a. Ensure that every aspect of the church recreation program honors God, is in harmony with the church's purpose, channels people into ministry, fellowship, and church membership.
- b. Keep vigilant that the church's purpose for existence is ministry.
- c. Create an awareness of possibilities for personal church member involvement.
- d. Development of specific and continuous fellowship programs as necessary.
- e. Develop and maintain guidelines for all activities.

2. **Membership**

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church, with one third rotating off annually.

3. **Reporting**

Report quarterly to the church; one copy to Executive Pastor and Office Manager.

4. **Coordination**

Works closely with staff, children and student ministry leaders.

5. **Authority**

Full authority to carry out defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to Finance Committee annually no later than July 31st.

7. **Meetings**

Meets annually or as requested.

TRANSPORTATION COMMITTEE

General Purpose

Coordinate and evaluate the transportation program of the church.

1. Responsibilities

- a. Secure qualified drivers for all trips. Any group recommending their own driver must get the approval of the committee.
- b. Inspect vehicles on a regular basis, provide for regular service and maintenance. Keep up the appearance of the vehicles.
- c. Coordinate and schedule the use of church vehicles.
- d. Keep on file trip tickets on all vehicles – reflecting driver’s name, destination, number in group and expenses.
- e. Ensure the following rules and regulations are administered regarding the use of church owned vehicles:
 1. No one except qualified Lizella Baptist personnel is to use vehicles without prior approval from the Transportation Committee.
 2. Ensure that drivers of church owned vehicles are insured by church insurance and properly licensed by Ga. Departments of Public Safety/Motor Vehicles.
 3. Ensure that drivers successfully complete a road test in vehicles before transporting passengers.
 4. Ensure reservations for vehicles are made through the Transportation Committee and the church office.
 5. Ensure groups using vehicles (excluding churchwide sponsored) pay for gas (or refill) and return vehicles clean.
 6. Develop and maintain other guidelines for organizations using church vehicles.

2. Membership

Six members consisting of Chairman and five members recommended by the Nominating Committee and approved by the church, with one third rotating off annually. Can be re-elected after one-year inactive status.

3. Reporting

Provide monthly and annual report of transportation activities to Executive Pastor and Office Manager.

4. Coordination

Works closely with staff, committee chairmen and Finance Committee.

5. **Authority**

Full authority to carry out defined responsibilities.

6. **Budget Responsibilities**

Submit itemized inputs to the Finance Committee annually no later than July 31st.

7. **Meetings**

Meets annually and as required or requested.