

COMMITTEE MANUAL

IMMANUEL BAPTIST CHURCH

Nashville, Tennessee

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LAY LEADERSHIP

The Baptist principle of the priesthood of all believers embraces vital lay leadership. Immanuel provides opportunities for lay leadership through Christian education and participation in committees. The work of committees allows church members and committed nonmembers to serve effectively in carrying out the mission of the church by sharing their gifts and by both ministering to the church and by serving outside the church.

The Committee Manual emphasizes

- the leadership of the Holy Spirit in the work of the church and the importance of prayer
- an interactive and flexible process rather than a fixed formal structure
- functions rather than authority as the basis of organization
- internal coordination between committees and the ongoing work of the entire church
- compliance with the bylaws of the church
- the position of the church as the final authority regarding the role and function of all committees

Scripture is the basis for governing the church and has led to adopting

- a confession of faith
- a church covenant
- a vision statement
- a mission statement

The laws of the State of Tennessee require that as a religious corporation, the church must also have adopted

- a charter
- bylaws

SELECTION AND TENURE OF COMMITTEES AND COORDINATORS

Type

All church committees shall be classified as standing or special at the time they are presented to the church.

Membership

- Committee membership shall be nominated by the Committee on Committees. The emphasis for committee nomination shall be guided by the attempt to match committee assignments with the gifts of the members; involve a broad cross-section of the church, including youth; and include new adult members of the church on an appropriate committee in the year after they join the church.
- One or more staff member(s) will serve as staff resource on each committee in order to facilitate coordination of committees, budgeting, and the church calendar. Staff resource members shall not vote but should participate in discussion, and may volunteer for assignments.
- *Ex officio* committee membership is composed of nonstaff members of committees, with responsibility for participating in meetings, taking assignments and voting. Each standing church committee member shall be nominated by the Committee on Committees and elected by the church.

Term

Standing committees are elected at an annual meeting of the church held in April of each year.

- New terms begin on May 1 and end on April 30.
- Rotating committee members are elected for three-year terms, with the terms staggered in order to afford greater continuity.
- Following the completion of a full three-year term on a rotating committee, a person is not eligible to serve on the same committee for at least one year.

Resignations

Committee members must notify the committee coordinator and the Committee on Committees if they are unable to complete their terms of committee service. The Committee on Committees will fill vacancies according to the remaining amount of time for the vacated position.

Coordinators and Co-coordinators

Each committee shall have a coordinator who is a member of the church. The duties include

- organizing assignments
- developing special work groups
- seeing that the work of the committee is carried out in a timely manner
- calling and coordinating committee meetings; contacting the church office to reserve a room; and requesting a special room arrangement (see Work Request/Repairs Needed, page 14)
- coordinating the work of the committee with the other committees and with other church organizations and submitting appropriate reports and other communications (see Reports, page 4)
- directing the committee to establish a budget (see Purchase and Budget Requests, page 4 and Church Budget Request, page 13)

Other Committee Positions

Each committee may elect or may authorize the committee coordinator to appoint

- a reporter to take notes at meetings and to prepare committee reports; this task may rotate within the committee
- coordinators for work groups within the committee
- other positions as the committee may need to carry out the work of the committee

Special Committees

Special committees may be designated by the church for specific purposes not covered by other committees. In such case, the Deacon Body, Church Council, committees or Committee on Committees may ask the church to establish the times for the committee to report; to designate resources, including funds, for the work of the committee; or to refer the nomination of the members and the coordinator to the Committee on Committees.

MEETINGS, RECOMMENDATIONS, REPORTS, AND REQUESTS

Committee Meetings

- Organizational meetings shall be held to plan the work of the committee, make assignments, designate work groups, and take any other steps to organize and implement the committee's work.
- The work of the committee will help members determine how often to meet.

- New programs, processes, and procedures shall be recommended to the Deacon Body, Church Council and church for approval before implementation.

Recommendations

- The church requires that matters relating to finances, facilities, and personnel be taken to the Stewardship Committee and to the Deacon Body for review and recommendations before consideration by the church.
- As a matter of prudence, any significant committee proposal should generally be submitted to the Deacon Body for review and recommendations.
- Committee recommendations and proposals related to church programs should generally be submitted to the Church Council.
- Recommendations and proposals affecting other church organizations should be submitted to those organizations for review before being presented to the church.
- Any committee or any member has the right to bring any matter before the church.

Reports

- Meeting notes shall be kept for each meeting. These can be shared with new members, coordinators, and the church office.
- Each committee shall file a written annual report to the church, briefly describing the accomplishments, the work that could or should be carried over into the upcoming year, and requests and recommendations as may be deemed appropriate. Such annual reports shall be filed in the church office by April 30 of each year for distribution at the annual meeting of the church in May.
- Committees may make such other reports and recommendations as requested by the church or as and when the committee thinks appropriate.

Purchase and Budget Requests

- All committees shall abide by the policies and procedures for the requesting and purchase of supplies, equipment, and other expenditures, as adopted by the church. After the annual church budget is approved, committees may act within their authority to spend requested and approved funds.
- The Stewardship Committee is responsible for general oversight of expenditures of the budget and shall inform committees when the budget funds are in shortfall in order to halt any unnecessary spending.
- Any standing committee desiring to recommend or request the expenditure of budgeted funds shall submit such recommendations to the church office by the date established for inclusion in the proposed annual budget submitted to the Stewardship Committee.

Coordination of Committee Activities

- The pastor and the church staff are primarily responsible for the coordination of all church activities.
- The coordination of committee activities depends on the awareness of each committee of the work of the church as a whole and of the role and function of the committee within the whole.
- If any committee is unsure whether a particular matter falls within its purview, the pastor, Polity and the Procedures Committee or Committee on Committees should be consulted.

CHURCH COUNCIL

- The Church Council, comprised of major committee coordinators with budgetary oversight and responsibilities, along with the Stewardship Committee and Personnel Committee Coordinators, form the Budget Planning Council.
- The Council will meet as needed to serve in an advisory capacity as requested by committees and individuals to present new projects and undertakings.
- The Council is responsible for making recommendations annually in February to Belmont University and the Southern Baptist Foundation for the administration of the Floyd Martin Scholarship and the Friendship Scholarship.
- Membership shall be comprised of the pastor, serving as coordinator, staff resource person(s) with responsibilities related to agenda items; the coordinator(s) of the following committees/ministry: Building and Grounds, Mission and Ministry, Outreach and Welcome, Preschool and Children, Senior Adults, Stewardship, Worship, and Youth; and a member representing the Deacon Body.

BUDGET PLANNING COUNCIL

- The Budget Planning Council is composed of the Church Council, the Stewardship Committee, and the Personnel Committee Coordinator.
- The Council reviews budget requests and presents a budget to the congregation for their vote. The final vote on the budget is ultimately found in the offering plate week by week as the church meets the outline of planned spending for the year.
- The Council may also develop ideas for budget and stewardship awareness and assist the Stewardship Committee as requested in communicating the same to the congregation through stewardship or budget fairs or education processes.

STANDING COMMITTEES

Buildings and Grounds

Functions:

- i. Be responsible for the acquisition, care, maintenance, and repair of all tangible property owned by the church, including buildings, furniture, furnishings, equipment, paving, and grounds, but excluding any motor vehicles;
- ii. In conjunction with the church staff, keep an up-to-date written inventory of all furniture, furnishings, and equipment that are not fixtures; and document the receipt of gifts of tangible property;
- iii. In conjunction with the church staff, be responsible for adequately insuring the church and its properties (except motor vehicles) against damage and liability;
- iv. Develop and publish written policies for the use and security of church property (except motor vehicles), and respond to any request for use of church property that is not in conformity with, or is not contemplated in, a written policy; any published policy is subject to being amended or vetoed by the church at a business meeting; any decision of the committee that is outside or contrary to a published policy is subject to being revised by the church at a business meeting;

- v. Be generally responsible for addressing any questions or issues relating to the church's tangible property (except motor vehicles) or the safety of the congregation; and
- vi. As needed, recruit congregation members (a) to participate in the repair, maintenance and clean-up of the church's property, including coordinating requests from members and groups to perform specific projects, and (b) for any other needs the committee may have.

Membership: This committee has four non-rotating members with expertise in construction, design, and/or horticulture and three to seven rotating members. The pastor serves as the staff resource member.

Committee On Committees

Functions:

- i. Select and nominate to the church coordinators and members of all standing committees and of special committees as assigned by the church; and select and nominate persons to fill committee vacancies;
- ii. Nominate the following for election by the church: seven directors, clerk, treasurer, associational representative, messengers to denominational meetings, senior adult director(s), parliamentarian, alternate parliamentarian, church historian, and bereavement co-directors;
- iii. Support and evaluate the functioning and effectiveness of committees and the committee system and work with the Polity and Procedures Committee to make recommendations to the church;
- iv. Encourage an understanding and awareness of the significance of church committees and other church organizations; and
- v. Be alert to, and aware of, the particular gifts of members and encourage the development of those gifts in the work of the church.

Membership: This rotating committee consists of 6-8 members with the WMU Director and Coordinator of the Education Enlistment Committee serving as *ex officio* members. The Pastor serves as the staff resource member.

Committee on Deacons

Functions:

- i. Develop procedures for listing members as potential nominees; interview persons nominated to serve as Deacons; interpret for the nominees the qualifications, role, and function of Deacons; and present a slate of deacon nominees to the church for its action;
- ii. Conduct the election of Deacons;
- iii. Notify Deacons when they become eligible to become Honorary Deacons; present to the church names of persons who have met the requirements and have chosen the option of becoming Honorary Deacons; and
- iv. Review Deacon selection, nomination, and election procedures; and in coordination with the Polity and Procedures Committee, make recommendations to the Deacons and to the church with respect to such procedures.

Membership: This rotating committee consists of 4 members, including the Pastor who serves as the staff resource member.

Decoration

Functions:

- i. Consistent with church policies, plan for, and be responsible for, the decoration of the church building, particularly for church services and special occasions;
- ii. Obtain, arrange, place, and dispose of flowers and other decorations at church services;
- iii. Plan and arrange for appropriate decorations for special occasions and events;
- iv. Make recommendations to the church as to policies for church decorations; and
- v. Maintain storage area for church decorations.

Membership: This rotating committee consists of such number of members as may be needed as determined by the Committee on Committees each year in consultation with the Decoration Committee. The Organist serves as the staff resource member.

Education Enlistment

Functions:

- i. Enlist and nominate officers, teachers, and leaders of educational programs (except the officers of Woman's Missionary Union), and Church Media Library Director and media staff;
- ii. Assist organization leaders in discovering and enlisting persons to perform functions in church program organizations;
- iii. Provide membership with annual listing of education faculty and Preschool/Children's substitute teachers list; and
- iv. Assist in filling vacancies occurring during the year.

Membership: This rotating committee consists of 8 members, including the Church Media Library Director as *ex officio* member. The Associate Pastor and Music Associate serve as the staff resource members.

Food Services and Social Activities

Functions:

- i. Plan for and generally supervise the use and operation of the church kitchen, including assuring that safe and sanitary procedures and policies are adopted and followed in the preparation, handling, and distribution of food;
- ii. Plan for and coordinate church-wide social activities: for example, the annual Labor Day picnic and recreational activities, the Christmas banquet, and church-wide receptions;
- iii. Determine and plan for meeting the food service needs of the church; recommend policies and procedures for the church's food services; plan for and assist in the purchasing equipment necessary for food preparation; and maintain an inventory of kitchen utensils and equipment; and
- iv. Coordinate the use of the church kitchen facilities and related equipment for weddings and other special events to assure that safe and sanitary procedures are followed.

Membership: This rotating committee consists of such number of members as may be needed as determined by the Committee on Committees each year in consultation with the Food Services and Social Activities Committee. A church secretary serves as the staff resource member.

Missions and Ministry

Functions:

- i. Create and cultivate an awareness of missions and ministry opportunities among the church membership, of the role of each member in supporting missions and ministry, and of the significance of missions and ministry within the life and work of the church;
- ii. Plan, recommend, and coordinate both ongoing and one-time opportunities with other church organizations and missions and ministry activities;
- iii. Conduct studies and surveys to ascertain needs, and plan opportunities for service in this community and the world;
- iv. Work with Baptist and community agencies to meet missions and ministry needs;
- v. Assist in locating resources to help new families of other nationalities with food, clothing, shelter, education, English language study, and job opportunities; and when appropriate, recommend sponsorship of families by the church; and
- vi. Develop special programs and testimonies to emphasize the ministry and service role of Christians.

Membership: This rotating committee consists of 9-15 members, including the WMU Director as *ex officio* member and the Associate Pastor as the staff resource member.

Outreach and Welcome

Functions:

- i. Educate and raise awareness of every member's responsibility to invite friends, neighbors, and colleagues to Bible study, worship services, fellowship opportunities, and other events.
- ii. Develop a process to cultivate a sense of belonging for prospects from the first contact to their involvement in a Sunday School class or church membership and assignment to a Deacon Care Group.
- iii. Provide up-to-date printed information about Immanuel consistent with the church's web site to be shared with friends, neighbors, and prospects by the Deacons, members, and staff.
- iv. Plan and conduct all activities related to the periodic updating of the church pictorial directory.
- v. Maintain directional road signs to the church on Harding Road and Harding Place.
- vi. Provide for in-house directional signs.
- vii. Provide hospitality when appropriate.

Membership: This rotating committee consists of 6-9 members, including the Pastor who serves as the staff resource member.

Personnel

Functions:

- i. Plan for, review, and make recommendations to the church concerning personnel policies;
- ii. In coordination with the Polity and Procedures Committee, prepare and maintain a personnel manual, to be consistent with church policies and to be approved by the church, with position descriptions, supervisory and accountability responsibilities, and description of employee policies and benefits;

- iii. Recruit, interview, and recommend to the church the hiring of all church employees, other than the Pastor, including the investigation of applicants, recommending salary and benefits, and sharing recommendations with the Stewardship Committee and Deacon Body before making recommendations to the church;
- iv. Employ part-time secretarial, building, and food services workers subject to budget appropriations and current job descriptions (note: the part-time Childcare Coordinator is authorized to employ part-time nursery workers within budget limitations, and the Pastor is authorized to employ temporary office, building, and food services workers to provide essential coverage in the absence of regular employees);
- v. Conduct studies and make recommendations with regard to staff salary schedules, staff salary adjustments, insurance and benefits, staff study leaves, staff discipline, staff job descriptions, and liability insurance; and
- vi. Monitor the performance of employees; advise and counsel with the Pastor concerning any matters pertaining to employee performance; and advise and counsel with the Pastor, at his request, concerning any matters relating to the church staff.

Membership: This rotating committee consists of 6-8 members, including the Chair of Deacons who serves as *ex officio* member and the Pastor who serves as the staff resource member. In seeking professional staff, the committee shall be augmented, when possible, by the addition of three members with special knowledge of the open staff position. These members shall be nominated by the Committee on Committees and elected by the church.

Polity and Procedures

Functions:

- i. Interpret, review, and make recommendations to the church as to the charter, bylaws, confession of faith, church covenant, church committee manual, personnel manual, and other documents governing the polity and procedures of the church;
- ii. At the direction of the church, engage in special studies concerning church polity and procedures and related matters; and
- iii. In conjunction with the Committee on Committees, the church staff, and other church committees and organizations, monitor the effectiveness of the committee system.

Membership: This rotating committee consists of 6 members, including the Parliamentarian and Alternate Parliamentarian who serve as *ex officio* members and the Pastor who serves as the staff resource member.

Preschool and Children

Functions:

- i. Formulate, recommend, and publicize preschool and children's policies and procedures;
- ii. Plan for and coordinate preschool and children's activities and facilities in cooperation with church program organizations and the staff;
- iii. Evaluate the activities of the preschool and children's departments considering growth and development skills and needs of the age group in consultation with program volunteer leadership; and

- iv. Assist other committees and church program organizations in training volunteer workers in the regulations of the preschool and children's areas.

Membership: This rotating committee consists of 6-13 members, including the Childcare Coordinator and Parent's Day Out Director who serve as *ex officio* members. The Associate Pastor serves as the staff resource member.

Sound

Functions:

- i. Propose policies and procedures for and handle audiovisual needs during all church services and events requiring use of sound and light equipment;
- ii. Enlist, train, and schedule operators for all church services and events requiring sound and light equipment;
- iii. Secure and maintain sound and light equipment;
- iv. Monitor equipment operations; and
- v. Make recommendations to the church with respect to sound, light, and related equipment.

Membership: This rotating committee consists of such number of members as may be needed as determined by the Committee on Committees each year in consultation with the Sound Committee. The Minister of Music serves as the staff resource member.

Stewardship

Functions:

- i. Cultivate an understanding in the church of the full meaning of stewardship in members' lives and in the work of the church; work with the church staff and other church organizations to that end; and plan for and make recommendations to the church with respect to stewardship;
- ii. Be responsible for general oversight of the financial affairs of the church;
 - a. assist in the preparation of annual budgets;
 - b. administer the church budget;
 - c. oversee the Endowment Fund;
 - d. administer the student loan fund, special gifts, and memorial gifts;
 - e. consider for approval requests for special offerings;
 - f. consider all proposals for the expenditure of church funds;
 - g. assure the proper handling of collections, contributions, and bank deposits;
 - h. make recommendations to the Deacon Body and to the church with respect to such matters;
- iii. Assure appropriate books and records are kept related to all church funds; conduct periodic review of church books, records, and procedures with respect to the handling of church funds; and make recommendations to the Deacon Body and the church; and
- iv. Serve with the Church Council and Personnel Committee Coordinator to form the Budget Planning Council to review and make revisions in the proposed church budget as submitted by the various committees, other church organizations, and the church staff.

Membership: This rotating committee consists of 9-12 members, including the Treasurer and Chair of the Deacons who serve as *ex officio* members. The Pastor and Financial Secretary serve as staff resource members.

Transportation

Functions:

- i. Supervise the registration, operation, and maintenance of church-owned vehicles;
- ii. Review and make recommendations concerning the insurance needs related to transportation;
- iii. Maintain "Approved Drivers List" based on "Driver Selection Guidelines (provided by and for present insurance carrier);
- iv. Make recommendations to the church with respect to needs for vehicle replacement; and recommend policies for the use and operation of church-owned vehicles; and
- v. Maintain "Transportation File" that contains:
 - a. Committee Duties,
 - b. Driver Selection Guidelines,
 - c. Immanuel Baptist Church Approved Drivers List,
 - d. Guidelines for the Use and Care of the Church Van,
 - e. Copies of Van Trip Log and reservation requests
 - f. Maintenance records, license renewal, and insurance card

Membership: This rotating committee consists of 4 members, including the Pastor who serves as the staff resource member.

Ushers

Functions:

- i. Enlist and train qualified individuals to welcome members and visitors before and after worship; distribute orders of worship and other special programs and business materials; seat late arrivals during service; provide information regarding church services, facilities and programs;
- ii. Develop a plan and train ushers on how to perform in case of security emergencies during church services. Assist in maintaining security and safety of the church during worship services;
- iii. Develop and enact a plan for health emergency assistance during church services as needed;
- iv. Provide attendance counts at worship services; and
- v. Notify appropriate individuals of heating/air conditioning or sound problems.

Membership: This rotating committee consists of 13 members, including the Music Associate who serves as the staff resource member.

Worship

Functions:

- i. In coordination with the church staff, cultivate within the church an understanding of the place of Christian worship;

- ii. Work with the church staff in developing and recommending to the church the implementation of long-range goals, plans, and ideas for regular weekly services;
- iii. Develop, plan and make recommendations with the church staff regarding special services and activities;
- iv. Work with the Minister of Music in coordinating the church music program; and
- v. Provide oversight for the observances of the Ordinances of the Lord's Supper and Baptism. (See Addendum.)

Membership: This rotating committee consists of 6-9 members, including the Pastor and Minister of Music who serve as the staff resource members.

Addendum:

Lord's Supper work group: This work group will consist of individuals who are interested in providing for the observance of the Lord's Supper. Persons experienced in set-up through clean-up will need to be part of the work group. Others are encouraged to help and become trained in this process. The Music Associate will serve as advisor.

Baptism work group: This work group will consist of individuals who are interested in providing for the observance of Baptism. One person experienced in assisting with Baptism will need to be on the work group. Others are encouraged to help and become trained in this process. The Music Associate will serve as advisor.

Youth

Functions:

- i. Assist in envisioning and administering the comprehensive program of ministry to Immanuel's youth;
- ii. Help to engender church-wide support and enthusiasm for the youth ministry and aid in communicating to the church with regard to youth activities;
- iii. Promote the involvement of youth in the broader life of the church and represent the youth ministry in the committee life of the church;
- iv. Help to coordinate the transitional leadership in periods of interim youth ministry.
- v. Serve as a resource to the Youth Pastor/Intern in planning activities; and
- vi. Refer inquiries to the Youth Pastor/Intern as appropriate.

Membership: This rotating committee consists of 7-9 members including youth, youth parents, youth leaders and other adults. This committee will meet as needed to provide direction and support for the youth program. The Youth Pastor/Intern serves as the staff resource member.

Committee Report Format Suggestions, Budget Request, Work Requests

Committee Annual Report Format Suggestions

Committee Name

Actions by the committee

Recommendations approved by the church (with date of vote) and implemented (with details)

Assessment of effectiveness by committee:

What went well?

What could have been done better?

What needs to be done by the committee in the new committee year?

Names of committee members

**Church Budget Request
(RETURN TO OFFICE)**

(This form is sent to all committees, WMU Director, ministerial/administrative staff, Senior Adult Director(s), Media Library director, childcare coordinator per budget line items; *ad hoc* committees may make budget requests.)

Committee: _____

Church Organization: _____

Please list your total requested budget for _____ (budget year): \$_____.

Provide below the justification and planned usage of this budget:

Signed: _____

Work Request/Repairs Needed

Setup Date: _____

Attention: _____

Room(s) _____

[Date/Time Meeting will begin and end: (_____ - _____)

Please complete the request with any additional related tasks as needed. Use reverse side to draw a special set-up for the meeting room.

Requested by: _____ Date: _____