

COMMITTEE MANUAL
IMMANUEL BAPTIST CHURCH
Nashville, Tennessee
Adopted 1968; revised 3/23/11

And he gave some, apostles; and some, prophets; and some, evangelists; and some pastors and teachers; for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ: till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ that we henceforth be no more children, tossed to and fro, and carried about with every wind of doctrine, by the sleight of men, and cunning craftiness, whereby they lie in wait to deceive; but speaking the truth in love may grow up into him in all things, which is the head, even Christ. From whom the whole body fitly joined together and compacted by that which every joint supplieth, according to the effectual working in the measure of every part, maketh increase of the body unto the edifying of itself in love. —Ephesians 4: 11-16

Three Things the Church Must Do

Proclamation (*kerugma*, n.; *kerysso*, v.: key idea, proclaiming, as a herald sent forth by the king states the king's proclamation). Matthew 4:17; Mark 1:1, 14-15; Luke 4:16-21; John 1:1-5; Acts; Romans 1:16-17; 10:14-15; 1 Corinthians 1:17, 22-24

The church comes into being by hearing the Word of God, the good news about Jesus Christ, and the life he offers to all who will believe. The primary task of the church is to communicate and interpret this good news with all of its implications, by all appropriate and effective means, in all kinds of situations, within the church and to all people everywhere. Such proclamation includes a challenge and invitation to believe, to be baptized, to be added to the church, and to grow in the knowledge of Christ. It also provides the content and dynamic for gatherings of God's people, which include praise, confession, thanksgiving, and the making of commitments.

Fellowship (*koinonia*, n.; *koinoneo*, v.: key idea, having in common, sharing). Acts 2:42; 1 Corinthians 1:9; 2 Corinthians 13:14; 1 John 1:3-7

The experience of receiving God's Word and God's gift of a new life is a powerful experience that brings persons together in a profound unity. This unity is centered in Christ, the Lord and the head of the church. It is made possible by the work of the Holy Spirit in the hearts of people, causing them to share a common relationship with God the Father that makes them brothers and sisters in Christ.

Ministry (*diakonia*, n.; *diakoneo*, v.: key idea, serving, originally waiting tables). Matthew 20:28; 25:44; Acts 6:2; 20:24; 21:19; Romans 12:7; 1 Corinthians 12:5; 2 Corinthians 5:18; 9:12-13; Ephesians 4:12; 1 Timothy 3:10; 1 Peter 4:10-11; 3 John 5-6; Revelation 2:19

The central truth of Christian faith is that in the incarnation God in Christ took the form of a servant and submitted to the cross in order to meet the deepest needs of human beings. The form of a servant, therefore, is the pattern for the church, the body of Christ. He commissioned the church to continue his ministry in the world. The internal life of the church is ministry (service) to one another, and the external life of the church is ministry (service) to the world. The office of deacon (*diakonos*) is given to the church to lift up the role of servant and remind all believers of their call to service.

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THE CHURCH COMMITTEE SYSTEM

The Baptist principle of the priesthood of all believers embraces vital lay leadership. Two major areas in which lay leadership is practiced at Immanuel Baptist Church include Christian education and the committee system. The committee system is used to delegate a portion of the work of the church to members and committed non-members to carry out effectively the mission of the church. Serving on committees is a way for members to share their gifts and minister inside and outside of the congregation.

This Committee Manual is a set of general guidelines. They emphasize:

- the leadership of the Holy Spirit in the work of the church and the importance of prayer;
- recognition that the emphasis should not be on a fixed formal structure, but rather on an interactive, flexible system;
- functions, rather than authority, as the basis of organization; and
- coordination of the work of the committees internally with the work of other committees and other church organizations and with the ongoing work of the whole church.

Committee members must be mindful that the governing authority for this church is Scripture. As a church, we have adopted:

- a confession of faith;
- a church covenant;
- a mission statement.

As a religious corporation, organized under the laws of the State of Tennessee, we have adopted a charter and bylaws, subject to those laws. Committees must do their work in compliance with the bylaws. The committee system should be understood and interpreted in accordance with all of these primary documents.

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: Each standing church committee shall be nominated by the Committee on Committees and elected by the church. In selecting members of committees:

- an effort is made to match committee assignments with the gifts of the members;
- attention is given to involve a broad cross-section of the church, including youth;
- special consideration is given to include new adult members of the church on some appropriate committee the year after they join the church;
- each committee shall have a staff member serve as staff resource 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* members are non-staff members of committees with responsibility for participating in meetings, taking assignments, and voting.

Term: All standing committees are elected at an annual meeting of the church held in April of each year with all new terms beginning in May.

- The term of office of each committee is from May through April, with the exception of the Education Enlistment Committee, which serves through the education year.
- All rotating committee members are elected for three-year terms, with the terms staggered in order to afford greater continuity.
- After the completion of a term on a rotating committee, a person is not eligible to serve on that 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 term of committee service. The Committee on Committees will fill vacancies according to the remaining amount of time for the vacated the position.

Coordinators and Co-coordinators: Each committee shall have a coordinator who is a member of the church. The coordinator shall serve the committee by:

- organizing assignments;
- developing special working groups;
- seeing that the work of the committee is carried out in a timely manner;
- calling and coordinating committee meetings:
 - Establish specific dates for meetings (such as the 2nd Wednesday of each month at 5:00 in room 1835) in conjunction with the church office.
 - Contact the church office to reserve a room and request a special room arrangement (See Work Order, page 22.);
- coordinating the work of the committee with other committees and other church organizations and submitting appropriate reports and other communications. (See Reports, page 5.); and
- directing the committee to establish a budget. (See Purchases and Budget Requests, page 6, and Budget Worksheet, page 21.)

Other Committee Positions: Each committee may elect or may authorize the committee coordinator to appoint:

- reporter to take notes at committee meetings and prepare committee reports. This task may rotate within the committee;
- coordinators for each work group within the committee; and
- 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 special purposes. In designating special committees, the Deacon Body, Church Council, committees, or Committee on Committees may ask the church to:

- define with reasonable particularity the task or charge committed;
- fix times for the committee to make its report or reports;
- designate resources, including funds, for the work of the committee
- refer the nomination of the members and the coordinator to the Committee on Committees.

MEETINGS, REPORTS, AND REQUESTS

Meetings:

All Committees or All Committee Coordinators:

1. A general meeting of all committee members shall be held promptly after the election in the spring of each year, at which the pastor and the church staff shall discuss the general plans for the work of the church during the coming church year.
2. In conjunction with this meeting or in a separate meeting, the Committee on Committees will meet with committee coordinators to provide information and tips to help coordinators lead successfully.
3. A second meeting of committee coordinators and the Committee on Committees will be held in January or February to collaborate on needs for the new committee year.

Each Committee:

1. Organizational meetings shall be held to plan the work of the committee, make assignments, designate working groups, and take other steps to organize and implement the committee's work.
2. The work of the committee will help members determine how often to meet.
3. Committee members must always be of good courage and not fearful to recommend or resist new ways as the Holy Spirit may lead. Consistence with traditions and patterns is important but must never be an absolute goal.
4. New programs, processes, and procedures shall be recommended to the church for approval before implementation.

Recommendations:

1. The church requires 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.
2. Generally, as a matter of prudence, any significant committee proposal should be submitted to the Deacon Body for their review and recommendations.
3. Committee recommendations and proposals related to church programs and the calendar of activities should generally be submitted to the Church Council.
4. Recommendations and proposals affecting other church organizations should be submitted to those organizations for review before being presented to the church.
5. Any committee, as is true of any member, however, has the right to bring any matter before the church.

Reports:

1. Meeting notes shall be kept (to be shared with new members and coordinators) for each meeting.
2. Each committee shall file an annual written report to the church briefly describing accomplishments, what was not accomplished that could/should be in 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.
3. 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:

1. 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 to halt any unnecessary spending.
2. 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 Church Council, particularly as the calendaring agency of the church, is also responsible for coordinating 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 Procedures Committee, or Committee on Committees should be consulted.

Of course, the church itself is the final authority as to the role and function of all committees.

CHURCH COUNCIL

Functions:

The Church Council is generally responsible for maintaining the church calendar of activities, including the annual scheduling, coordinating, reviewing, evaluating of such activities, and making recommendations to the church with respect thereto.

Church committees responsible for church programs, or otherwise planning for church activities, submit their recommendations to the Church Council, which in turn will report its actions to the church.

The Church Council is also 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:

Pastor, Coordinator	Building Committee Coordinator
Associate Pastor	Missions and Ministry Committee Coordinator
Minister of Music	Stewardship Committee Coordinator
Youth Pastor	Worship Committee Coordinator
Church Administrator	Welcome and Outreach Committee Coordinator
Treasurer	Preschool and Children's Committee Coordinator
Deacon Chair	Parent's Day Out Director
Deacon Vice Chair	Nursery Coordinator
WMU Director	Adult Committee Coordinator(s)
Church Media Library Director	
Senior Adult Co-Directors	
Youth Committee Coordinator(s)	

BUDGET PLANNING COUNCIL

The Budget Planning Council is composed of the Church Council, the Stewardship Committee and the Personnel Committee Coordinator.

The council gathers to review budget requests and present 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 Budget Planning 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

Adult

Functions:

- (i) Coordinate the adult ministries of the church, including programs and activities for adult groups, Bible study, discipleship training, and Baptist heritage.
- (ii) Provide for leadership training opportunities.
- (iii) Provide for occasional Wednesday night topics and survey of needs.
- (iv) Plan and conduct regular and special programs such as ongoing and seasonal programs and yearly emphases,
- (v) Plan, organize, arrange promotion and implement, events of interest to the community as well as the church; i.e., schedule the event on church calendar, provide for speaker needs including housing, transportation, meals, book sales; coordinate onsite logistics of the event-location, sound requirements, etc,
- (vi) Plan and coordinate adult intergenerational fellowships, such as Hearthsiders.

Membership: This committee is a rotating committee and shall consist of 6-9 members, with the Associate Pastor serving as the staff resource member.

Baptism

Functions:

- (i) Assist the Pastor in preparing for and conducting baptismal services;
- (ii) Assure that supplies and facilities are available; and
- (iii) Assist in preparing candidates for baptism.

Membership: This committee shall be a rotating committee and shall consist of 3-5 members with the Pastor serving as the staff resource member.

Bereavement

Functions:

- (i) Determine and effectively carry out bereavement ministry-e.g., meals, visits, cards in cooperation with other groups in the church that may be involved in that ministry;
- (ii) Enlist individuals to serve as hosts or hostesses when a visitation or funeral is held at the church; and
- (iii) Evaluate the bereavement ministry program periodically.

Membership: This committee shall be a non-rotating committee and shall consist of 6-12 members with the Pastor serving as the staff resource member.

Buildings and Furnishings

Functions:

- (i) Plan for and generally supervise the care, maintenance, and repair of church buildings and equipment and make recommendations to the Stewardship Committee, Deacon Body, and the church;

- (ii) Maintain an inventory of church furnishings; plan for, and supervise, the care, maintenance, and repair thereof; and make recommendations to the church;
- (iii) Assure the security of church property, including provisions for adequate insurance coverage;
- (iv) In conjunction with the church staff and other church committees and organizations, conduct an annual evaluation of space allocation, including determining needs for adjustments; and recommend space rearrangements to facilitate the most effective use for education, special activities, church services, and other church activities;
- (v) In cooperation with the church staff and other church committees and organizations, recommend to the church policies with respect to the use of church buildings, equipment, and furnishings; and
- (vi) Continually review the budget demands, anticipated and unanticipated, in order to extend the limited resources over the most critical requirements.

Membership: This committee shall be a non-rotating committee, consisting of such numbers of members as may be needed, as determined by the Committee on Committees each year in consultation with the then-present Building Committee, with the Church Administrator serving as staff resource member.

Church History

Functions:

- (i) Foster an understanding and appreciation of the history of this church, the history of Southern Baptists, and the history of Baptists generally;
- (ii) In cooperation with other committees and organizations, plan and recommend to the church publications, programs, and events to carry out the foregoing functions; and
- (iii) Gather and preserve historical records, mementos, and other objects of historical interest pertaining to this church and its activities.

Membership: This committee shall be a rotating committee and shall consist of 5-7 members, including the Pastor who serves as 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, and senior adult director;
- (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 committee shall be a rotating committee and shall consist of 6-8 members, with the following serving as *ex officio* members: WMU Director and Coordinator of the Education Enlistment Committee. The Church Administrator and the Pastor serve as staff resource members.

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 shall be a rotating committee and shall consist 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 committee shall be a non-rotating committee, consisting of such numbers of members as may be needed, as determined by the Committee on Committees each year in the consultation with the then-present Decoration Committee. The Organist will serve as the staff resource member.

Denominational Relations

Functions:

(i) Lead the church in understanding ongoing developments in the denomination and its organizations, agencies, and programs;

- (ii) Study recent, current, and prospective developments in the Cooperative Baptist Fellowship, the Southern Baptist Convention, the Tennessee Baptist Convention, the Tennessee Cooperative Baptist Fellowship, the Nashville Baptist Association, and other Baptist bodies and the effect of such developments on this church, its mission, and its programs; and
- (iii) Encourage attendance at denominational/fellowship meetings on all levels.

Membership: This committee shall consist of 9 members, including the following *ex officio* members: Chairman of Deacons, Coordinator of Missions and Ministry Committee, Coordinator of Stewardship Committee, Coordinator of Polity and Procedures Committee. The Pastor will serve 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 shall be a rotating committee and shall consist of 11 members, including the following *ex officio* members: Music Associate, Church Media Library Director, the Age Group Leader of the WMU, Preschool and Children's Sunday School Director. The Associate Pastor will serve as the staff resource. This committee serves during the educational year.

Endowment Fund

Functions:

- (i) Exists for the charitable purposes of the church;
- (ii) Shall be the fiscal agents for the Endowment Fund. Committee members should read the very specific information found in "A Resolution Establishing the Immanuel Baptist Church Endowment Fund," Appendix, page 23;
- (iii) Functions under the authority of the Stewardship Committee;
- (iv) Reports quarterly to the Deacon Body and the church on the current status of the Endowment Fund;
- (v) Promotes and advertise the Endowment Fund frequently and regularly; and
- (vi) In consultation with the Stewardship Committee, recommends the projects and/or purposes for which funds are distributed, submitting such recommendations to the Deacon Body and the church for approval before implementation.

Membership: The committee shall consist of a maximum of 7 members, including the following *ex officio* members: Church Treasurer, Coordinator of the Stewardship Committee, the Chair of the Deacon Body; the Church Administrator will serve as the staff resource member.

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, 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 shall be a non-rotating committee, consisting of such number of members as may be needed, as determined by the Committee on Committees each year in consultation with the then-present Food Services and Social Activities Committee. The Church Administrator will serve as the staff resource member.

Grounds

Functions:

- (i) Supervise the care and maintenance of the grounds of the church, including the lawn, shrubs, driveways, parking, and recreation areas;
- (ii) Recommend to the church policies covering the use of grounds and equipment used for its upkeep;
- (iii) Recommend to the church policies concerning the designation and administration of parking spaces and traffic flow and the placement of signs for driving areas; and
- (iv) Recommend to the church plans for improving the appearance of, and more effectively utilizing, church grounds and related facilities.

Membership: This shall be a rotating committee, consisting of 7-9 members, including the Church Administrator who serves as the staff resource member.

House

Functions:

- (i) Assist with small repairs;
- (ii) Provide semi-annual or more frequent cleaning detail;
- (iii) Carry out small painting projects in coordination with the building committee to assure that appropriate colors and finishes are being used; and
- (iv) Schedule and organize days for the purpose of cleaning, painting, repairing and organizing and sorting closets.

Membership: This committee is currently a non-rotating committee and shall consist of 6-9 members with the Church Administrator and Pastor serving as the staff resource members.

Lord's Supper

Functions:

- (i) Assist the Pastor in preparing for and observing the Lord's Supper;
- (ii) Make necessary preparations and assure that equipment and elements are obtained, maintained, and in place;
- (iii) Assist in clean-up and storage of equipment after observance; and
- (iv) Make recommendations to the church concerning observance, including times and occasions.

Membership: This committee shall be a non-rotating committee and shall consist of 5-7 members, including the Music Associate, who 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 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 committee shall be a rotating committee and shall consist of 9-15 members, including the WMU Director as *ex officio* member and the Associate Pastor as the staff resource member.

Music

Functions:

- (i) Work with the Minister of Music in the coordination and administration of the church music program;
- (ii) Plan special music events; and
- (iii) Provide support and counsel to the Minister of Music.

Membership: This committee shall be a rotating committee and shall consist of 6 members, including Minister of Music 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 Nursery Coordinator is authorized to employ part-time nursery workers within budget limitations, and the Church Administrator 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 committee shall be a rotating committee and shall consist of 6-8 members, including the Chair of Deacons who serve 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 committee shall be a rotating committee and shall consist 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's

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 committee shall be a rotating committee and shall consist of 6-13 members, including the Nursery Coordinator, Preschool and Children's Sunday School Director, and Parent's Day Out Director who serve as *ex officio* members. The Associate Pastor serves as the staff resource member.

Public Relations

Functions:

- (i) Evaluate and recommend ways to project our church's presence and mission to our community;
- (ii) Create and cultivate an understanding of the role of each member in sharing the Gospel with our community;
- (iii) Plan and make recommendations for, and coordinate, communications as to the church's ministry and programs to church members, prospects, and the community; for example, media relations, advertisements, the preparation of church brochures, church web site, and other means of disseminating information concerning the church and its activities; and
- (iv) Provide counsel, as requested, on church publications and other mass materials produced in the church office.

Membership: This committee is a rotating committee and shall consist of 6-9 members, including the Associate Pastor and *Light* editor serving as staff resource members.

Pulpit Supply

Functions:

- (i) Secure substitutes for the Pastor in his absence from the pulpit;
- (ii) Confer with the Pastor about his schedule and about potential substitutes; and
- (iii) Make arrangements for any out of town substitutes.

Membership: This committee shall be a rotating committee and shall consist of 4 members, including the Pastor who serves as the staff resource member.

Recreation

Functions:

- (i) Plan and coordinate the recreational and athletic programs and activities for all age groups in the church;
- (ii) Develop guidelines for coaches, including player participation and games, responsibility for establishing practices, distribution and recall of uniforms, submission of rosters and copies of schedules, and rules regarding non-church players;
- (iii) Plan church-wide recreational activities for events, such as the Labor Day picnic and summer Sunday evenings;
- (iv) Enlist coaches with the responsibility of registering teams, training, and coaching at sports events through league play;
- (v) Maintain church recreation equipment and make recommendations for maintenance of grounds and courts to appropriate committees; and
- (vi) Recommend an adequate insurance plan for teams, including liability coverage.

Membership: This committee shall be a rotating committee and shall consist of 7 members, including the Youth Pastor who 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 committee shall be a non-rotating committee, consisting of such numbers of members as may be needed, as determined by the Committee on Committees each year in consultation with the then-present Audiovisual 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, the Adult Committee, 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;
 - assisting in the preparation of annual budgets;
 - administering the church budget;
 - overseeing the Endowment Fund with the Endowment Committee,
 - administering the student loan fund, special gifts, and memorial gifts;

- considering for approval requests for special offerings;
- considering all proposals for the expenditure of church funds;
- assuring the proper handling of collections, contributions, and bank deposits;
- 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 committee shall be a rotating committee and shall consist of 9-12 members, including the following *ex officio* members: Treasurer and Chair of the Deacons. The Pastor, Church Administrator 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:
 - (1) Committee Duties,
 - (2) Driver Selection Guidelines,
 - (3) Immanuel Baptist Church Approved Drivers List,
 - (4) Guidelines for the Use and Care of the Church Bus,
 - (5) Copies of Bus Trip Log (Maintenance and Trip Reports).

Membership: This committee shall be a rotating committee and shall consist of 5 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, visitor registration forms, request for pastor visit and other special programs and business materials; seat late arrivals during service; provide information regarding church services, facilities and programs; and
- (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 committee shall be a rotating committee and shall consist of 13 members, including the Music Associate who serves as the staff resource member.

Welcome and Outreach

Functions:

- (i) Plan for and coordinate the greeting of persons in attendance at church services and other church functions;
- (ii) Plan for and coordinate the follow-up and cultivation of all church prospects. This should include both immediate contacts by the church staff and Deacon Body, and on-going cultivation by Sunday School class leaders;
- (iii) Plan for and coordinate the welcoming, orientation, and participation of new members into the activities and work of the church, including the preparation, evaluation, and distribution of new member packets, the taking of photographs of new members, and planning for new member recognition and participation in church functions, such as the annual Labor Day Picnic; and
- (iv) Plan and conduct all activities related to the periodic updating of the church pictorial directory.

Membership: This committee is a rotating committee and shall consist of 6-9 members, including the Associate Pastor who serves as the staff resource member.

Worship

Functions:

- (i) Cultivate an understanding within the church of the place of particular church services within the broader concept of Christian worship as expressed in the Scriptures, in the Baptist tradition, and in the practices of this church; and, in coordination with the church staff, plan and make recommendations to the church to that end;
- (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 to the church for special services and activities; for example, Sunday evening services; Advent, the birth, crucifixion, and resurrection of our Lord; and special occasions for the proclamation of the gospel, for prayer, and for the offering of praise and thanksgiving in music; and
- (iv) In cooperation with other committees as appropriate, make recommendations to the church concerning the proper conduct of all worship services; and see that worship services are conducted reverently and in good order.

Membership: This committee shall be a rotating committee and shall consist of 6-9 members, including the Pastor who serves as the staff resource member.

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. 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 in planning activities; and
- (vi) Refer inquiries to the Youth Pastor as appropriate.

Membership: This committee will meet on a quarterly basis. It is a rotating committee and shall consist of 7-9 members including youth, youth parents, youth leaders and other adults with the Youth Pastor serving as the staff resource member.

Committee Notes and Report Format Suggestions

Committee Notes Format

Committee Name
Date of Meeting
Members Present
Members Absent

Agenda

Agenda Item 1:

Decision/Action/Recommendation
Assignment
Date Due

Agenda Item 2:

Decision/Action/Recommendation
Assignment
Date Due

Agenda Item 3:

Decision/Action/Recommendation
Assignment
Date Due

Next Meeting Date, Location, and Time

Committee Annual Report

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

Work Request/Repairs Needed

Setup Date: _____ Attention: _____

Room(s) _____

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

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

Requested by: _____ Date: _____

Appendix

A Resolution Establishing the Immanuel Baptist Church Endowment Fund

We, the members of Immanuel Baptist Church of Nashville, Tennessee, hereby move to establish the Immanuel Baptist Church Endowment Fund, hereinafter referred to as “the Endowment Fund,” as a permanent fund of Immanuel Baptist Church, Nashville, Tennessee, hereinafter referred to as “the Church.”

The Endowment Fund shall be subject to the laws of the state of Tennessee, the bylaws of the Church, and the following covenants:

- I. The Endowment Fund is created and exists solely for the charitable purposes of the Church, with its principal objectives being the promotion and development of religious, charitable, missions-related, and educational activities, and for non-recurring purposes not regularly budgeted by the Church.
- II. The Endowment Fund shall receive and hold all gifts designated to this fund made to the Church from sources such as bequests, gift annuities, insurance policies, trusts, or other planned or deferred arrangements, as well as cash gifts. Additionally, the Church Membership may appropriate undesignated gifts to the Endowment Fund in the event said undesignated gifts are not needed for budgeted programs.
- III. The principal of the Endowment Fund shall not be expended.
- IV. Each year a distribution of the previous calendar year’s earnings of the Endowment Fund will be made available to the Church by the Endowment Fund Committee from the Endowment Fund not later than March 31. This distribution will be based on seventy-five percent (75%) of the previous year’s income realized. Twenty-five percent (25%) of the previous calendar year’s income shall be reinvested as part of the principal of the Endowment Fund.
- V. The Endowment Fund shall exist under the authority of the Stewardship Committee, which shall create an Endowment Fund Committee. The Endowment Fund Committee shall consist of a maximum of six (6) members. The members of the Endowment Fund Committee serving in an ex-officio capacity shall consist of the Church Treasurer, chairperson of the Stewardship Committee, the chairperson of the Deacons. Three members shall be nominated by the Committee on Committees and elected by the church for staggered three-year terms of service.
- VI. The Endowment Fund Committee is empowered to act as follows:
 - a. Be the fiscal agents for the Endowment Fund.
 - b. Accept and acknowledge unrestricted, undesignated gifts to the Endowment Fund or other gifts as specified in paragraph c. of this section.
 - c. Review any gifts with restrictions or designations that are proposed to be placed in the Endowment Fund. The recommendations of the Endowment Fund Committee to accept or decline a gift for inclusion in the Endowment Fund shall be reported to the

Church Deacon Body and at a regularly scheduled Church Business Meeting.

d. Invest the monies of the Endowment Fund in such a manner so as to achieve a reasonable and adequate growth of the fund, while not incurring significant risk to the principal of the fund. Capital growth of the Endowment Fund assets shall be considered part of the principal of the Endowment Fund. All decisions regarding the manner and method of investment of the Endowment Fund shall be made by the Endowment Fund Committee. The Endowment Fund Committee shall have such authorities and powers of investment and administration of the Fund as conferred by common law or enumerated in Section 35-50-100, Tennessee Code Annotated, and any amendments thereto, provided such authorities and powers are not in conflict with any express provision contained herein.

e. Maintain a record of all gifts to the Endowment Fund, including but not limited to, the value of the gift, the donor, the date the gift is made, the type of the gift, as well as any formal expression by the donor(s) of the purpose for which the gift might be used.

f. Maintain a complete accounting of all investments, including methods of investment, the principal of the fund, capital gains, earned income and dividends, distributions, and expenses.

g. Report quarterly to the Deacon Body and the Church Membership the current status of the Endowment Fund. This report should include a statement of any distributions made from the Endowment Fund, and of the amount of funds currently available for distribution.

h. The Endowment Fund Committee may, as the need arises, and on such terms as may be determined by the committee, engage the services of investment advisors, attorneys, realtors, accountants, and other professional advisors to assist the committee in making investment and management decisions related to the Fund. Funds required for such professional services shall be paid out of the income available for distribution pursuant to Section IV.

i. Promote and advertise the Endowment Fund frequently and consistently throughout the Church and its membership. Costs for promotion may be charged to the Endowment Fund and paid out of current income, so as not to compete with operations budget funds.

j. It is the express intent of this Resolution that the members of the Endowment Fund Committee shall not be individually liable for prudent investment and management decisions related to the Fund. If the Church Membership deems it to be necessary, the members of the Endowment Fund Committee may be included in the Church's general liability insurance policy as it pertains to their investment and management decisions.

VII. The Endowment Fund Committee in consultation with the Stewardship Committee shall recommend the projects and/or purposes for which funds are distributed, and these recommendations shall be reported to the Deacon Body and ratified by the Church Membership Body pursuant to the Church by-laws.

VIII. Any portion of the annual distributable funds not distributed in any given year will be retained in the Endowment Fund for expenditure in future years, upon

recommendation as stated in Section VII.

- IX. None of the monies in the Endowment Fund will be used to support the following:
 - a. The programs of the Church regularly funded by pledges and contributions of members.
 - b. Propaganda or other attempts to influence legislation.
 - c. Political campaigns on behalf of any candidate for public office.
 - d. Any program or project in violation of any local, state, or federal law.

- X. The Stewardship Committee of the Church shall be responsible for an annual audit of the Endowment Fund. The findings and recommendations of said audit shall be reviewed by the Deacon Body and reported to the Church Membership Body.

- XI. The covenants of the Endowment Fund may be amended by a three fourths (3/4) majority vote of the Church Body, with a minimum of five percent (5%) of the Church membership present.