

## COMMITTEE JOB DESCRIPTIONS

### BUILDING & GROUNDS COMMITTEE JOB DESCRIPTION

(REVISED MARCH 2014)

#### I. Purpose

The Building & Grounds Committee oversees all activities associated with the operation, maintenance, safety and security of all buildings, grounds, furnishings and equipment owned by the church, except items expressly the responsibility of another committee. As needed, the Building Committee assists the Church Administrator on matters relating to the building, facilities, and grounds.

#### II. Responsibilities: Assist the Church Administrator in:

1. Preparing annual Building Committee budget and amendments to same for submittal to the Finance Committee.
2. Reviewing requests regarding buildings, grounds, furnishings and equipment owned by the church and determine what, if any, action should be taken. If work is to be done, assist the Church Administrator in carrying out such work. *When funds are needed for expenditures within the Building Committee Purpose, but beyond the approved budget, the Committee will request assistance from the Finance Committee.*
3. Hiring, firing, providing job descriptions, task lists, supervisory methods and agreements related to any contracted maintenance and other services that may be needed from time to time to carry out the purposes of the Committee.
4. Maintaining an inventory of furniture and fixtures.
5. Performing a detailed quarterly inspection of the building, grounds, furnishings and equipment of the church and determine any action needed to take care of a need. During such inspections, the Church Administrator will collect requests from members, organizational workers and staff members and work with the Committee to determine how best to deal with each request.
6. Performing or arranging for all needed purchases or maintenance work related to the Committee's charter. The Church Administrator will purchase maintenance parts, supplies and other budgeted items related to the Committee's work
6. Staying informed of and complying with all code compliance and OSHA requirements.
7. Reviewing, recommending and approving the decorating, painting, structural changes or remodeling of any part of the church facilities.
8. Host an "All Church Work Day" as needs require.
9. Report Committee activities to the Council.
10. Serve as sponsor committee to assigned Ministry Teams.

Revised 1.20.16

## **CHILDREN'S COMMITTEE JOB DESCRIPTION**

*(Revised April 2013)*

### **I. Purpose**

The purpose of the Children's Committee is to work with the church staff to provide nurture for all children who come into the care of Woodland Baptist Church, to encourage their spiritual, educational and relational development, and to train them in the way of Christian discipleship.

### **II. Responsibilities**

1. Work closely with the Associate Pastor of Faith Formation (APFF), Nursery Coordinator, and Children's Choir Coordinator.
  - a. Plan, organize, and supervise special functions, social and educational, for the children throughout the year.
  - b. Oversee child care (paid and volunteer workers) through the Nursery Coordinator.
  - c. Oversee children's missions education programs on Wednesday evenings.
  - d. Recruit Director for supervision of Vacation Bible School and assist in overall planning.
  - e. Work with APFF to choose and implement curriculum for children's Sunday School.
  - f. Oversee planning of children's camp, recruiting children and sponsors.
  - g. Coordinate distribution of Bibles for first graders.
  - h. Review and recommend to the Finance Committee, the budget for all children's activities.
2. Report activities to the Church Council.
3. Act as sponsor committee to assigned ministry teams; for example: CBF Kids, Extended Session, Vacation Bible School, Children's Gift Making Workshop, and Summer Camps.

## **COMMITTEE ON COMMITTEES (COC) JOB DESCRIPTION**

### **I. Purpose**

The Committee on Committees serves as Woodland's "Volunteer Management Center" to assist every member in learning about Woodland's Lay Ministry opportunities, and connect with their choice.

### **II. Duties**

1. Assists members in learning about Woodland's Lay Ministries, choosing their place of service, and training them in ministry.
2. Serves as coordinating committee for all proposed new ministries and assigns each adopted ministry to a sponsor Standing Committee.
3. Develops and maintains database on member's experience, current involvement, and ministry preferences.
4. Nominates persons to serve on all Church committees (except COC), and their chairs, the Chair and Chair-elect of the Church Council, Clerk, Treasurer and Trustees.
5. Inform such persons, prior to their nomination, of the responsibilities of the committee they will serve.
6. Nominate persons to fill vacancies which occur during the year.
7. Receive recommendations concerning and periodically review the Church committee structure and individual committee responsibilities.
8. When it considers it appropriate, bring to the Church recommendations concerning the establishment of new committees, the elimination of existing committees, and the revision of committee responsibilities.
9. Present such nominations and recommendations to the Church for election/approval. (Chairs and Council Chair-elect are to be presented to Council in September).
10. Report activities to Council.
11. Serve as sponsor to assigned Ministry Teams.

## **EDUCATION COMMITTEE JOB DESCRIPTION**

### **I. Purpose**

The purpose of the Education Committee is to oversee, in cooperation with the Associate Pastor of Faith Formation (APFF), the educational ministries of Woodland Baptist Church and to develop and implement programs that foster spiritual growth and Christian discipleship among church members and visitors.

### **II. Responsibilities**

1. Work cooperatively with the church staff and ministry Team leaders as applicable.
2. In concert with the church staff, coordinate the master education calendar.
3. Promote and coordinate educational ministries as appropriate with other Committees.
4. Along with the church staff, regularly evaluate education and discipleship programming, and adjust as needed to support the current needs and future vision of the church.
5. Maintain current list of all Sunday School classes and details thereof (e.g., current teachers, whom class is for, what it is about and where it is located). Keep Outreach Committee, ushers, staff, and Council chair abreast of this.
6. Coordinate adult Sunday School curriculum and literature in concert with the church staff and Sunday School teachers.
7. Review and recommend organizational structure of educational groups in concert with the church staff.
8. Plan and promote a training program for volunteer education workers.
9. In coordination with the APFF, review/recommend education policies for church approval.
10. Review and recommend to the Finance Committee the budget needs of all educational activities.
11. Report Education activities to Church Council.
12. Oversee assigned Ministry Teams: Library, Ladies' Bible Study, and other Ministry Teams as assigned in the future.

## **FAMILY MINISTRIES COMMITTEE**

(Updated January 2016)

**Staff Liaison: Associate Pastor of Faith Formation (APFF)**

**2016 Committee Chairs: Linda Liebe**

**Committee Members: Christyn Baer, Kay Franklin, Nadine Holt, Joan Porter, Betty Reddick, Debbie Richardson**

### **I. Purpose**

The purpose of the Family Ministries Committee is to plan, organize and carry out activities that encourage and strengthen church family life.

### **II. Responsibilities**

1. Identify needs of church members and families not met by other WBC ministries
2. Identify activities and events for and with church members and families that will provide opportunities for fellowship and education, as well as strengthen and encourage family life.
3. Oversee activities of ministry teams under the Family Ministries Committee.
4. Plan and submit a budget annually.
5. Provide a monthly report to Church Council
6. Committee members may serve as Ministry Team leaders/liaisons
  - A. Columbarium Ministry
  - B. Fellowship Ministry
    - 1) Kitchen Ministry
    - 2) Bereavement Ministry
    - 3) Special Fellowship (Thanksgiving, Fiesta, etc.)
  - C. Flower Ministry
  - D. LifeTimers Ministry
  - E. Men's Prayer Breakfast
  - F. Prayer Ministry
  - G. Wedding Assistance Ministry
  - H. Maresh Hall Ministry

Revised 1.20.16

## **FINANCE/STEWARDSHIP COMMITTEE JOB DESCRIPTION**

### **I. Purpose**

The purpose of the Finance/Stewardship committee is to prepare and administer the Church Budget, advise Council and Church of Church's financial condition and encourage Christian stewardship of time, abilities, and possessions.

### **II. Responsibilities**

1. Work with the Church staff and Standing Committees to recommend an annual budget and, if necessary, the need to amend the budget or to borrow funds.
2. Provide monthly and quarterly financial reports and statements to the congregation, advising of extraordinary existing or evolving financial circumstances.
3. Provide oversight and assurance that Church money is being administered in accordance with Church Bylaws and Policies.
4. Act as sounding board and clearing house for financial requests which do not fall clearly in existing budget categories.
5. Work with the Church staff to oversee and administer the disbursements of monies.
6. Work with the Church staff to plan and produce an annual stewardship emphasis and other special events that will encourage Christian stewardship of time, abilities, and possessions.
7. Recommend to the Church Council changes in the Financial Policy when appropriate.
8. Report activities to the Church Council.

## MISSIONS & MINISTRIES COMMITTEE JOB DESCRIPTION

### I. Purpose

The purpose of the Missions & Ministries Committee of Woodland Baptist Church is to provide information and education about missions activities and to provide opportunities for church members to address spiritual, social, economic and human needs, both locally and globally. The committee should prayerfully seek awareness of what God is doing with and through this church, and then help provide opportunities, motivation and training for members to serve.

### II. Responsibilities

1. Lead in discernment on Woodland's role in missions and ministries.
  - a. Create and communicate an awareness of what God is doing through Woodland Baptist Church
  - b. Influence the culture of Woodland towards healthy models of missions and community ministry.
  - c. Make intentional efforts to coordinate and collaborate with all committees at Woodland.
2. Nurture and encourage participation in mission activities and missions education programs.
3. Serve as a clearinghouse and establish community-based networks for Woodland Baptist Church's mission and ministry activities.
4. Serve as sponsor, support and resource to assigned ministry teams.
  - a. Review community action projects and recommend/select specific ministries for the church involvement.
  - b. Provide periodic review and evaluation of the effectiveness of the missions and ministries.
5. Recruit, equip and work closely with volunteer coordinators for local ministries.
6. Provide training opportunities for mission service groups.
7. Report activities to Church Council.
8. Motivate, nurture, develop and promote support for missionaries from the Woodland Baptist Church congregation.
9. Seek to partner with CBF Field Personnel.
10. Review, evaluate and recommend budget allocations for approved and new mission and ministry activities.
  - a. Submit an annual budget recommendation to the Finance Committee.
  - b. Request and ensure the church's donations to missions from the budget.
11. Promote and set goals for special mission offerings.
12. Support CBF programs and local partnerships.

## **OUTREACH COMMITTEE JOB DESCRIPTION**

### **I. Purpose**

The Outreach Committee will promote activities that foster a greater awareness of Woodland Baptist Church in the community.

### **II. Responsibilities**

1. Oversee advertising and marketing of the church.
2. Greet and distribute information materials to first time visitors every Sunday.
3. Oversee design, production and distribution of visitor's cards.
4. Promote visitor follow-up to welcome people to Woodland.
5. Distribute list of visitors as prospects for Sunday School classes.
6. Coordinate regular visitor activities with Church Staff.
7. Encourage all church members to participate in outreach.
8. Coordinate with other committees in the advertisement of special events.
9. Prepare annual Outreach budget to be submitted to the Budget Finance Committee.
10. Report Committee activities to the Church Council.
11. Sponsor assigned Ministry Teams; for example:

Publicity & Promotion    Sunday greeters    SS Connect Leaders



## **PERSONNEL COMMITTEE JOB DESCRIPTION**

### **I. Purpose**

The Personnel Committee supports the Senior Pastor in developing and administering personnel policies and evaluation additional staffing levels for the ministry efforts of the church.

### **II. Responsibilities**

#### ***Required annually:***

1. Complete a performance evaluation of the Senior Pastor.
2. Support supervisors in completing staff performance evaluations.
3. Obtain and review available comparative compensation studies and evaluate the church's treatment of employees considering such data.
4. Coordinate with Senior Pastor & Church Administrator to develop the annual personnel budget to be recommended to the Finance Committee.

#### ***As necessary:***

1. Support the senior pastor to nominate other ministerial staff.
2. Review all personnel policies and recommend revisions as necessary.
3. Coordinate with the Senior Pastor & Church Administrator concerning additional staffing levels and make recommendations.
4. Support the Senior Pastor & Church Administrator to ensure adherence to personnel policies.
5. Support the Senior Pastor & Church Administrator in creating job descriptions.
6. Report committee activities to the Church Council.
7. Provide support to all staff.

## **WORSHIP AND MUSIC COMMITTEE**

### **I. Purpose**

The Worship and Music Committee works with the Pastor and the Associate Pastor of Music and Worship (APMW) in providing meaningful, vibrant and reverent corporate worship to fulfill the church's role as a worshiping body, and in expanding the role of music in the life of Woodland.

### **II. Responsibilities**

1. Study the worship needs and preferences of the congregation and address these by recommending the ingredients and style of worship services, including music, prayers, sermons, offering, Lord's Supper, and use of visual and literary arts and other tools of worship.
2. Act as a sounding board for all members and age groups in the congregation. Listen to the voice of the congregation at large so that, within Woodland's style of worship, the diversity represented within the congregation is accurately depicted.
3. Act as an action committee. Assist the APMW in the implementation of special music programs and activities.
4. Identify and recruit individuals representing the diversity (age, gender, interest) within the church membership to utilize their gifts through the music and worship ministry.
5. Coordinate with the staff in annual music and worship planning to include church-wide special events and celebrations.
6. Recommend purchase, repair and maintenance of equipment and instruments used in the music and worship program.
7. Coordinate the decoration of the sanctuary for special occasions such as Easter and Christmas, and coordinate rotation of banners during the church calendar year.
8. Provide opportunities to tap the interests in worship enhancement and further develop the musical gifts of the membership.
9. Assist the Pastor and APMW in developing the annual music and worship budget.
10. Coordinate with the leadership of the Youth and Children's Choirs in developing and implementing a comprehensive music program.
11. Report Committee activities and recommendations to the Church Council.

Serve as sponsor committee to assigned Ministry Teams

## STUDENT COMMITTEE JOB DESCRIPTION

### Purpose

The purpose of the Student Committee is to work with the Associate Pastor of Community Engagement (APCE) to nurture, educate and foster spiritual growth and Christian discipleship among youth, college students, and their parents.

### Responsibilities

The Student Committee serves the following responsibilities

1. Assist the APCE in planning, implementing and evaluating the Sunday morning Bible Study Program.
2. Assist the APCE in planning, implementing and evaluating the Student Sunday and Wednesday night programs.
3. Assists the APCE in enlisting sponsors to support and lead studies and activities, and in enlisting drivers for transporting students to off-campus programs.
4. Assists the APCE in providing Bible Study and activities for college students.
5. Assists the APCE in communicating the Student programs and its activities to parents and students through standard and non-traditional information devices.
6. Assists the APCE in planning and implementing student involvement in summer camp, Vacation Bible School, ministry opportunities, and other periodic activities.
7. The Committee serves as sponsor to assigned Ministry Teams and reports Youth activities to the Church Council.

## **YOUNG FAMILIES & SINGLES COMMITTEE**

(Updated January 2016)

### **I. Purpose**

To provide Young Families and Singles with a community within Woodland Baptist that is responsible for maintaining their own activities. Their unique interest, social activities and spiritual growth will be guided by the church, but the organization and implementation will be the responsibility of the group itself.

### **II. Responsibilities**

1. Identify the needs of YFS (Young Families/Singles) members that are not met by other WBC ministries, and be able to go directly to the church staff for assistance in meeting those needs.
2. Form ministries teams under the committee to meet the needs of the YFS groups such as:
  - a. Annual budget team
  - b. Outreach team
  - c. Retreats team
  - d. Missions/community service
  - e. Bible study
3. Provide a representative to the Church Council that gives a monthly report

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