

**COMMITTEE MANUAL  
FIRST BAPTIST CHURCH OF CLEMSON  
SOUTH CAROLINA**

**Approved August 1974  
Last Revision April 14, 2010**

# COMMITTEE MANUAL

## Introduction

The Manual outlines the responsibilities, organization and membership of the Standing and the Special Committees of the FIRST BAPTIST CHURCH OF CLEMSON, SOUTH CAROLINA

All Standing Committees shall meet at least once each quarter unless otherwise specified. All Standing and Special Committees must maintain appropriate minutes and records and submit them to the church office after each meeting for entry into the archives. Each Standing and Special Committees will elect a Vice Chair at its first organizational meeting.

Each Standing committee shall review or prepare a written copy of Committee Policies and Operational Procedures. These policies and procedures shall be placed in the Church Office in the committee records file.

## A. STANDING COMMITTEES

### 1. MEMBERSHIP

- a. Committee members and chairs are to be elected by the Church at a business meeting held during the fourth quarter of the church year. Unless otherwise designated in this manual, members of the Church committees will be elected to serve three years, with terms arranged so one-third of the membership of each committee will be elected annually.
- b. A person will not serve on more than two Church committees simultaneously. After serving for three years on a committee, no person is eligible to serve again on the same committee until a period of one year has elapsed.
- c. A member who is unable to complete a term on a committee should notify, in writing, the committee chair and chair of the Nominating Committee.
- d. Committee vacancies shall be filled as soon as possible through nominations by the Nominating Committee and election by the Church in a regularly scheduled business meeting or one called specifically for that purpose.
- e. Church members who are fulfilling an unexpired term are eligible for election to that committee for a full term provided they have served one half or less of that unexpired term.

2. ORGANIZATION

- a. The Standing Committees are divided into five functional areas to facilitate cooperation and avoid unintentional omissions and unnecessary duplication of effort in their work. The structure at the time of adoption of this article is shown in the following chart:

Area	Committees
Administrative	Personnel, Stewardship and Finance, Nominating, Properties, Transportation, Landscaping and Grounds
Education	Preschool, Children’s, Youth, College Students, Adult, Denominational Relations, Resource, Sunday School, Child Enrichment Center
Fellowship	Recreation, Social, Kitchen, History, New Member
Ministry, Mission & Evangelism	Missions, Visitation, Family Services, Singles, WMU
Worship	Arts Enrichment, Flower, Music, Ordinance, Usher, Children’s Worship, Media, Wedding

To improve the operation of the committee structure, committees may be shifted from one area to another by a majority vote of the Church in any business session.

- b. Each committee will be responsible for planning and carrying out the work assigned to it in this Manual, or requested of it by the Church.
- c. Each Committee will elect a vice-chair and a secretary. The vice-chair will preside in the absence of the chair. The secretary will notify committee members of the meetings and activities. A record of the proceedings of the meetings will be placed in the area notebook in the church office.
- d. Each committee, except the Nominating Committee, will meet on a regular schedule with at least one meeting each quarter.
- e. A written report will be submitted by each committee to the Area Coordinators prior to the quarterly business meetings of the Church. The Nominating Committee reports nominations as required.
- f. Each committee will submit an annual budget request to the Stewardship and Finance Committee and will be responsible for the expenditure of funds designated for that activity in the Church operating budget. Each committee's budget request should be discussed with the Area Coordinator prior to its submission. Expenditures in excess of

this amount will require approval of the Stewardship and Finance Committee. All purchases will follow the procedures established by the Stewardship and Finance Committee.

- g. Committees may consult with the Deacons for recommendations which are to be submitted to the Church.
- h. Committee members are responsible for understanding the duties of the committee and for entering into its business with an open and constructive attitude.
- i. Each area is served by an Area Coordinator nominated by the Nominating Committee and elected by the church for a three year term. An Area Coordinator may also serve as chair in his/her area.

## AREA COORDINATOR

### Responsibilities of Area Coordinator

1. To facilitate decision making among committees for the good of the Church by promoting harmony and acting as a mediator.
2. To coordinate communication;
  - a. Among the individual committees;
  - b. Between the committees and Coordinating Council;
  - c. Between the committees and the Stewardship and Finance Committee.
3. Serve on Coordinating Council:
  - a. Attend meetings of the Coordinating Council (Council meets the Monday night following the deacons' meeting each month, except in July and December);
  - b. Prior to this meeting, prepare a written report of activities of their committees and important dates to distribute at the meeting;
  - c. Meet with each of the committees in their designated area on a regular basis. When unable to attend, contact the committee chair for an update on the work of the committee;
  - d. When, after mediation, assigned area committees are unable to complete their tasks, make recommendations to the Coordinating Council;
  - e. Make sure each of the committees has typed minutes of each meeting in the large area notebook located in the workroom of the Church office;
  - f. Prior to the quarterly business meeting of the church, make sure that each committee has submitted a written report to the Church office to be included in the quarterly business report;
  - g. Present reports of the committees in their area at the quarterly business meeting;
  - h. Discuss with each committee their annual budget request prior to its submission to the Stewardship and Finance Committee.

## ADMINISTRATIVE AREA

### Personnel Committee

**Purpose:** To study and advise the Church in matters relating to the employed staff and recommend personnel for the non-ministerial positions.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Develop policies for ministerial and non-ministerial staff organization, employment practices, termination, salaries and benefits;
2. Develop processes for annual evaluations of the Senior Minister and other ministers, which subsequent to approval by the Church, will be used by the Personnel Committee in the annual review and evaluation process;
3. Review annually in conjunction with the Senior Minister the needs for new positions, termination, or changes in duties and responsibilities in existing positions and make appropriate recommendations to the Church;
4. Prepare an organizational chart with job descriptions and supervisory responsibilities for each staff position;
5. Review and approve personnel for the jobs of secretaries, custodians, nursery workers, and for other staff positions which may be established by the Church;
6. All ministers shall be recommended to the Church by other committees. The Committee and the immediate supervisor of the position being filled shall concur on the final selection of an applicant. The immediate supervisor shall be the hiring authority for those staff positions (other than ministers) directly under his/her supervision;
7. Review needs when a vacancy occurs in the ministerial staff and make appropriate recommendations to the Church;
8. Retain on file all agreements made by this or any other committee with anyone employed by the Church;
9. Review and evaluate all personnel actions proposed by supervisors within the ministerial and non-ministerial staff;
10. To prepare and submit in conjunction with the Stewardship and Finance Committee a salary and fringe benefit recommendation for all ministers and non-ministerial staff. The recommendation will be based on a review of annual personnel evaluations, consultations with the Senior Minister and other financial considerations.

## Stewardship and Finance Committee

**Purpose:** To recommend and advise the Church on all financial matters.

**Membership:** Twelve (12) elected members. The Treasurer and Assistant Treasurer are ex-officio members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Receive and evaluate budget requests;
2. Study Church needs;
3. Study history of giving and potential giving to the Church;
4. Prepare the budget and any revisions for presentation to the Deacons and the Church for approval;
5. Examine quarterly statements to assure adherence to the budget;
6. Organize and conduct stewardship efforts;
7. Prepare report of results for the Deacons and the Church;
8. Prepare an annual report for the Church;
9. Organize a group to assist in counting all funds received by the Church; at least two (2) people present;
10. Prepare a detailed, signed Summary of Receipts, giving one copy each to the Financial Secretary and Treasurer, and maintaining one copy;
11. Monitor the Church endowment and other special funds to ensure proper expenditure;
12. Prepare and submit in conjunction with the Personnel Committee a salary and fringe benefit recommendation for all ministers and non-ministerial staff. The recommendation will be based on annual personnel evaluations, consultations with the Senior Minister and other financial considerations;
13. Review and approve fund raising activities and events;
14. Review reconciled bank statements.

## **Nominating Committee**

**Purpose:** To nominate to the Church for election the general church officers and committees, with the exception of Nominating Committee Members. Committee Chairs will be designated by the Nominating Committee. Paid employees are not eligible for nomination to committees.

**Membership:** Nine (9) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons. Nominating Committee nominees are selected by the Coordinating Council. Nominating Committee members to be elected each year must be presented to the Church for election prior to the presentation of all other committee nominees to the Church by the Nominating Committee.

**Duties:**

1. Nominate in consultation with the Minister of Education the Director for Sunday School by June 30 and the Director Elect of Vacation Bible School by January;
2. Nominate annually, prior to December 1, and in consultation with the ministers, committee chairs, etc., persons to fill those vacancies occurring on the Church Committees;
3. Maintain an up-to-date roster of prospective leadership among the Church membership;
4. Nominate special committees as needed for Church approval. (Examples of special committees are: Ministerial Search, Long Range Planning, Building, etc.);
5. Nominate persons to serve on Committees of Adjunct Organizations;
6. The Chair of the Nominating Committee and the Church Clerk are responsible for submitting updated committee amendments to the secretary in the office to be incorporated immediately into the committee manual.

## Properties Committee Changes

**Purpose:** To set priorities for the repair and maintenance of church facilities and equipment, within the Properties Committee allotted budget; to serve in an oversight capacity over the maintenance and repair of all church equipment, buildings and furnishings therein; to purchase or authorize the purchase of such new properties (except real properties) as the Committee deems appropriate; to maintain liaison with other committees, such as Landscaping and Grounds and Transportation that have responsibility for certain church properties other than those relating to building(s), equipment, and furnishings; and to act or recommend Church action to ensure the security and proper use of all church properties.

**Membership:** Twelve (12) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

### Duties:

1. Members shall be assigned to sub-committees charged with particular areas of responsibility and report all problems and items of interest in these areas to the full Committee. Such areas include: Buildings, Equipment, Furniture, and any other identifiable categories deemed appropriate;
2. Maintain an inventory of all church properties;
3. In its oversight role, establish and maintain close coordination with the minister who directly supervises the maintenance superintendent in the accomplishment of those responsibilities with which he is routinely charged;
4. Plan with the appropriate minister for non-routine maintenance and decoration of all church properties, and insure the supervision of such work as may have to be contracted with commercial firms or individuals who are not employees of the Church;
5. Excluding real properties, oversee the purchase of major items of equipment, fixtures,
6. replacement parts and furniture;
7. Ensure that purchases are within the budgetary limitations and in accordance with established policies of the Church;
8. Make purchases and award contracts on competitive bids when feasible;
9. Assume responsibility for administering policies concerning the use of church facilities and equipment;
10. Be alert to fire hazards that would affect church properties and provide, inspect, and ensure the maintenance of fire prevention equipment;
11. Regularly report the status of properties to the Church and make recommendations for major repairs;
12. Should necessity dictate major repairs that were unanticipated, unbudgeted, and which cannot be delayed, request the Stewardship and Finance Committee to make funds available.

## **Transportation Committee**

**Purpose:** The transportation committee will provide oversight to the operation, use, liability, maintenance and replacement of church owned vehicles. The committee might also be called on to assist with commercial transportation for church functions.

**Membership:** Three (3) elected members, A Deacon Liaison shall be appointed by the Chair of the Deacons. The Chair of the Properties Committee will serve as an ex-officio member.

**Duties:**

1. Develop guidelines for use of church vehicles by church groups and others. Approve use where guidelines do not apply;
2. Oversee the operating budget for church vehicles;
3. Ensure both efficient and safe operation of vehicles by recommending timely purchase/replacement of vehicles;
4. Develop maintenance schedules and supervise/perform the maintenance of church vehicles;
5. Develop inspection criteria and confirm implementation;
6. Upon request, assist with other group transportation needs;
7. Acquire insurance coverage and review periodically to meet church liability needs;
8. Review and approve drivers for church vehicles. Keep on file copies of updated licenses of approved drivers.

## **Landscaping and Grounds Committee**

**Purpose:** To oversee the care of the grounds of the church.

**Membership:** Nine (9) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. To plan and arrange for appropriate short-term and long-term landscaping of the grounds of the church's real property;
2. To supervise the selection, purchase, delivery, planting and cultivation of grass, shrubs, trees, flowers, etc. for beautifying the church's grounds;
3. To supervise the care and maintenance of the church's grounds;
4. To inventory and maintain all church-owned landscaping equipment;
5. To acquire and maintain playground equipment;
6. To see that the church's playgrounds meet state and other standards.

## **EDUCATION AREA**

### **Preschool Committee**

**Purpose:** To coordinate the preschool education program of the church. The committee will determine needs, plan, develop the organization, implement and evaluate educational activities for the preschool children of the church, including Vacation Bible School, special studies and projects, and week-day education. These activities will be coordinated with the Sunday School program.

**Membership:** Nine (9) elected members. A Deacon Liaison shall be appointed by the Chair of Deacons. Ex-officio members will include the chair of the Children's Worship Committee, the Mission Friends Director, the Director of the Preschool Choir, and the Director of the Preschool Division of the Sunday School.

**Duties:**

1. Work with the Church staff to plan and promote the preschool education program;
2. Set long range and immediate goals and develop evaluation procedures for the preschool
3. education program;
4. Assist in curriculum development;
5. Provide insight, creativity and enthusiasm in support of the church staff and respond to staff proposals and inquiries concerning the preschool education program;
6. Assist the staff in providing for the training of all workers in the preschool education program;
7. Coordinate activities with the Preschool Sunday School Division, the Music Committee, the Children's Worship Committee and the Woman's Missionary Union;
8. Provide for adequate staffing (paid and volunteer) of the Nursery as needed;
9. Plan and implement special activities for children to interact and develop friendships within the church family throughout the year – spring, summer, and fall. This includes scheduling and being responsible for making plans for the annual Easter Egg Hunt and Christmas Craft Day;
10. Acknowledge the birth of babies within the church family with appropriate gifts.

## **Children's Committee**

**Purpose:** To coordinate the children's education program of the church. The Committee will determine needs, plan, organize, implement and evaluate the educational activities for this age group of the church, including Vacation Bible School and special studies and projects. These activities will be coordinated with the Sunday School program.

**Membership:** Nine (9) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons. Ex-officio members include Chair of the Children's Worship Committee, the Girls-In-Action and Royal Ambassadors Directors, Director of the Children's Division of the Sunday School, and a liaison from the children's choirs.

### **Duties:**

1. Work with the church staff to plan and promote the children's education program;
2. Set long range and immediate goals and develop evaluation procedures for the children's education program;
3. Assist in curriculum development;
4. Provide insight, creativity and enthusiasm in support of the church staff and respond to staff proposals and inquiries concerning the children's education program;
5. Assist the staff in providing for the training of all workers in the children's education program;
6. Coordinate activities with the Children's Sunday School Division, the Music Committee, and Woman's Missionary Union;
7. Assist the ministers as required in preparing for conducting discipleship classes for children.

## **Youth Committee**

**Purpose:** To help and encourage the youth of the Church to grow into mature Christian Adults. The Committee and the Minister of Youth will plan and coordinate the Church's activities toward this end. The primary concern will be with the special needs of youth, organizational structure, policies, outreach into the community, and training of personnel. These activities will be coordinated with the Sunday School program.

### **A.Youth Committee**

**Membership:** Fourteen (14) elected members: Twelve (12) adult members, appointed by the Nominating Committee to serve three year terms, with one third of the committee rotating off each year. In addition, two (2) youth members will be appointed from the Youth Council to serve one year terms. The Minister of Youth and the Director of Youth Division of the Sunday School will serve as ex-officio members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

#### **Duties:**

1. Set long range and immediate goals and develop evaluation procedures for the youth education program;
2. Provide events for special groups, such as high school seniors, etc;
3. Coordinate with the Music Committee and Minister of Music a program of music for youth including a choir and other music programs;
4. Coordinate with the Recreation Committee special recreational programs for youth when necessary;
5. Work with the church staff to plan and promote the youth education program;
6. Assist in curriculum development;
7. Assist the staff in providing for the training of all workers in the youth education program;
8. Be available as teachers/leaders for events and programs of the youth program;
9. Be available as chaperons for events and activities during their committee tenure;
10. Attend all quarterly planning meetings as well as any called meetings of the committee;
11. Serve as advisors to the various action groups formed within the Youth Council.

## **B. Youth Council**

**Membership:** Twelve (12) elected members: two (2) students from each grade. This Council shall appoint two (2) of its members to serve on the Youth Committee.

### **Duties:**

1. Provide insight, creativity and enthusiasm in support of the church staff and respond to staff proposals and inquiries concerning the youth education program;
2. Plan youth-emphasis programs, such as youth week, youth month, youth conferences, etc;
3. Plan special services of worship for youth;
4. Plan special educational programs on current topics;
5. Coordinate youth projects of service to the Church and community;
6. Serve as the "voice" of the youth group to express interests, needs and concerns to the Youth Minister and through their elected representatives, to the Youth Committee;
7. Work with the Youth Minister in planning all of the weekly meetings of the youth group;
8. Be available to assist the Youth Minister in the administration and implementation of all programs and special events;
9. Serve as committee chairs for any "action groups" which are formed within the youth group. (Such action groups might be: social, spiritual concerns, community service, social-action, etc... These action groups would be formed upon the recommendation of the Youth Council in order to better facilitate the stated purpose of the Youth Group as a whole. An adult Youth Committee member will serve as an advisor to the group.)

## **College Student Committee**

**Purpose:** To provide a program of ministry to college students in the Church and sustain recognition by the university/colleges of our Minister to Students and the College Ministry of the church. The activities of this committee will be coordinated with other programs of the church.

**Membership:** Nine (9) members selected for three-year terms; and, in addition, two (2) students elected for one-year terms. Elected students do not have to be members of FBC and will have voting privileges. The Minister to Students and leader of the College Sunday School are ex-officio members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Recommend activities to the Church and its organizations which involve the members of this ministry;
2. Recommend the annual budget of the committee to the Stewardship and Finance Committee;
3. Work with the Minister to Students and church staff to plan and promote the College Ministry of First Baptist Church;
4. Set long range and immediate goals and develop evaluation procedures for the College Ministry of First Baptist Church;
5. Assist in curriculum development;
6. Provide insight, creativity and enthusiasm in support of the Minister to Students and the church staff and respond to staff proposals and inquiries concerning the College Ministry of First Baptist Church;
7. Assist the Minister to Students and the staff in providing for the training of all workers in the College Ministry of First Baptist Church;
8. Support the work of the Cooperative Student Fellowship Planning Team.

## Adult Committee

**Purpose:** To promote Christian growth for the adults of the church by:

- A. Serving as a counsel to the church staff by offering advice and information regarding the total adult church experience.
- B. Cooperating with the ministerial staff and the established organizations of the church to identify the educational needs of the adults.
- C. Planning and implementing special emphasis programs to supplement the ongoing church programs.

**Membership:** Nine (9) elected members, A Deacon Liaison shall be appointed by the Chair of the Deacons. Ex-officio members will include the Minister of Education, Education Area Coordinator, and the adult education representative on the Sunday School Council (if not already a member of this committee).

**Duties:**

1. Assist in curriculum development for adult education;
2. Set immediate and long range goals for adult programs;
3. Work with the ministerial staff to plan, promote, implement, and evaluate these goals;
4. Select the adult education representative to serve on the Sunday School Council. This person may be, but does not have to be, a member of this committee.

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## Denominational Relations Committee

**Purpose:** To keep the members of First Baptist Church of Clemson informed regarding changes and happenings in Baptist Life.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

### Duties:

1. To publicize and foster attendance at meetings, events, and significant ministries of the Cooperative Baptist Fellowship (CBF) on a national, state and local level;
2. To make recommendations to the Mission Committee regarding changes in the distribution of offerings as related to the CBF and SBC (including the SC Baptist Convention) and Baptist World Alliance;
3. To coordinate subscriptions to Baptists Today and The Baptist Courier.

## **Resource Committee**

**Purpose:** Develop and maintain the Church Library and foster its use as an educational and recreational resource.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Plan the development and operation of the Library;
2. Determine and evaluate needs in the library and approve purchases and donations;
3. Establish a policy for the use of the library;
4. Create awareness of the Library's resources through announcements and displays.

## **Sunday School**

The Sunday School is responsible for teaching the Bible; leading in reaching prospects for the church; leading church members to worship, witness, learn, and minister daily; Providing organization and leadership for special projects of the Church; and providing information regarding the work of the church and the denomination.

## **Child Enrichment Center**

**Purpose:** To coordinate the CEC Program; and to serve as an intermediary between the Child Enrichment Center (CEC) and other ministries of the church.

**Membership:** Six (6) elected members. The Director of the CEC and a staff representative will serve as ex-officio members. The Chair of Deacons shall appoint a Deacon Liaison.

### **Duties:**

1. To work with other church committees, Sunday School Council, and staff to assess needs;
2. To approve annual CEC budget;
3. To report to the church at Quarterly Business Meetings;
4. The report to the church at called business meetings when necessary;
5. To hire and supervise a qualified director;
6. To approve creation of positions and hiring of staff for the CEC as recommended by the director;
7. To assist director with steps needed to remain in compliance with local, state, and federal agencies;
8. To initiate and approve programmatic changes;
9. To elect a treasurer and a secretary;
10. To work with CEC director and appropriate church committees to assure adequate building space.

### **Duties of the Treasurer:**

1. To draft annual budget along with the director for committee approval;
2. To approve expenditures over \$500;
3. To sign checks;
4. To make recommendations regarding bank accounts;
5. To submit quarterly budget reports to the Stewardship & Finance Committee;
6. To communicate and meet monthly with the church financial secretary with regards to maintenance of account recorded, payment request, and payroll.

### **Duties of the Chair:**

1. To set agenda, convene, and moderate at all meetings;
2. To make Quarterly Reports;
3. To represent the First Baptist Church Child Enrichment Center Committee as appropriate.

## **FELLOWSHIP AREA**

### **Recreation Committee**

**Purpose:** To provide recreation opportunities for the membership of the Church as a part of its educational and service programs.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Plan and organize recreation activities;
2. Seek out and be aware of the recreation interests of the membership;
3. Work closely with the youth leaders of the Church to provide recreation activities as a part of the youth program;
4. Provide, store and maintain appropriate recreation equipment. Establish check-in and check-out procedures for all equipment;
5. Coordinate recreation activities through the Coordinating Council.

## **Social Committee**

**Purpose:** To help create a spirit of genuine Christian fellowship among the Church membership and visitors.

**Membership:** Twelve (12) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Serve as official hosts or hostesses at all Church sponsored socials, receptions, special celebrations, etc;
2. Work with other committees in planning and carrying out such Church functions;
3. Assist in the entertainment of visiting pastors, evangelists, singers, and others who will visit the Church from time to time in an official capacity;
4. Advise and cooperate with other committees on any church-wide socials or special occasions;
5. Schedule all social events with the Church Secretary;
6. Coordinate activities through the Coordinating Council.

## **Kitchen Committee**

**Purpose:** To coordinate use of the kitchen by all parties using it and establish procedures whereby it is left ready for the next user.

**Membership:** Nine (9) elected members. The church host/hostess is an ex-officio member. A Deacon Liaison shall be appointed by the Chair of Deacons.

### **Duties:**

1. Establish proper policies for use of the kitchen facilities and equipment;
2. Assume responsibility for keeping all equipment in proper working condition and in its proper place;
3. Ensure that all kitchen equipment maintenance and/or new purchases do not affect the approved budget without approval of the Stewardship and Finance Committee;
4. Work closely with the church host/hostess for determining needs for equipment and/or maintenance on present equipment;
5. Schedule all uses of the kitchen with the church secretary;
6. Establish price of Wednesday night suppers and coordinate the receipt and handling of supper funds.

## **History Committee**

**Purpose:** To maintain an accurate and full history of the life and work of the Church; to maintain the historical records of the Church.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

### **Duties:**

1. Assist the church in making and keeping accurate records of current life and work, including some photographs if deemed appropriate;
2. Assist the church in gathering and safe-guarding all historical records of the church;
3. Assist the church in any way deemed proper to learn from its history and understand better how it should function in the future;
4. Assist church members to appreciate the heritage of the church in this community and their larger heritage as Baptists;
5. These duties will require close work with the church clerk but should not be interpreted as interfering in his/her work in any way.

## **New Member Committee**

**Purpose:** To ensure that all new members are made to feel a part of the church immediately and are given the opportunity to serve in an area which best fits their capabilities.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of Deacons.

**Duties:**

1. Prepare a picture board of new members and place it in a prominent place for all members to see.
2. Make a personal visit to each new member family and take some homemade baked goods to them. At that time we can determine any particular needs or information by which we can help them or pass on to their Deacon.
3. This committee would have the option of providing a reception for new members if and when that seems advisable.

## MINISTRY, MISSION & EVANGELISM AREA

### Missions Committee

**Purpose:** To survey and analyze mission needs, coordinate strategic mission plans, and evaluate the overall missions plan.

**Membership:** Nine (9) elected members, plus a WMU ex-officio member, designated by the WMU Council. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Survey, analyze and recommend possibilities for mission projects that can be sponsored by the Church; coordinate strategic mission plans.
2. Provide assistance to the program organizations in the mission activities they do for the Church; (*since all program organizations of the Church participate in its mission work, this committee works closely with the Coordinating Council as it coordinates the total mission program*);
3. Procure facilities, prescribe operating procedures and operate mission projects assigned to it by the Church;
4. Work with the Stewardship and Finance Committee to secure financial support for mission projects;
5. Plan mission emphasis and community outreach including mission fairs and other special events and projects;
6. Seek ways to encourage church members to share their Christian faith with others;
7. Review and make recommendations/requests for annual church missions allocations;
8. Appoint and coordinate representatives to Clemson Area Ministries and communicate their activity with the Church.

## **Visitation Committee**

**Purpose:** To organize a total visitation program for the Church and to see that the program is carried out with proper follow-up.

**Membership:** Nine (9) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Determine the visitation needs of the Church;
2. Train church members to work in the visitation program;
3. Set up and maintain a record keeping system for prospect identification and visitation and provide information to Program Organization of the Church;
4. Develop and select materials to be used in certain areas of the visitation program;
5. Maintain an updated list of shut-ins and schedule regular visits with them in healthcare facilities or places of residence;
6. Littlejohn Christmas Project – the committee will purchase (from donated funds) and distribute poinsettias to our shut-ins the last of November or early December;
7. Follow up to see that the visitation program is functioning and revise as necessary.

## **Family Service Committee**

**Purpose:** When a need is identified, to serve as coordinators and facilitator for the preparation, delivery, and serving of food to families in such times of bereavement, and in other situations, as determined by the church staff.

**Membership:** Six (6) elected members, the Area Coordinators and a staff representative. A Deacon Liaison shall be appointed by the Chair of the Deacons.

### **Duties:**

1. When the church office notifies the Committee of a specific need in the church family, the Committee will respond by preparing and serving food or by providing appropriate assistance to meet other needs;
2. The Committee will meet as needed to maintain an efficient working committee;
3. The Committee Manual will be reviewed annually and revised as needed;
4. The Committee will keep the area coordinator and the staff representative informed as to Committee activities and will file reports on the Family Service Committee file in the church office.

## **Singles Committee**

**Purpose:** To provide a program of ministry to singles in the church and in the community.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Work with the staff to plan, project and promote the singles ministry;
1. Coordinate and publicize special events such as retreats and divorce recovery workshops.

## **WMU**

The WMU is responsible for the mission education of the church. For its duties and responsibilities please refer to the WMU Handbook.

## **WORSHIP AREA**

### **Arts Enrichment Committee**

**Purpose:** To provide a variety of programs, displays and opportunities to enrich and uplift the spirit, share religious experiences and growth, and to provide expressions of the church experience through the arts.

**Membership:** Twelve (12) elected members. A Deacon Liaison shall be appointed by the Chair of Deacons.

**Duties:**

1. To promote the use of the arts (visual, written, performing) in the life of the church through a variety of means;
2. To work with the Flower Committee in coordinating the decorations for the Hanging of the Greens service during advent;
3. To work in close relationship with the Senior Minister in promoting the use of the visual and performing arts (drama) in worship;
4. To work in close relationship with the Minister of Music in sponsoring artistic activities in the musical arena;
5. To work in close relationship with the Minister of Education in sponsoring programs of art education for the church membership;
6. To plan a calendar of displays and events throughout the year at a planning meeting in May of that year.

## **Flower Committee**

**Purpose:** To ensure that floral arrangements are provided in the sanctuary and elsewhere as requested by the Church.

**Membership:** Nine (9) elected members, one member of the Staff and the Church Secretary as ex-officio member. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Meet initially with all Committee members to divide the year's work responsibilities, month by month;
2. Schedule flowers for each regular Sunday service and for special services;
3. Plan special seasonal decorations as needed. Work cooperatively with other committees and Staff;
4. Handle requests for special flower placement; e.g., births, in honor of, or in memory of;
5. Provide the Church Secretary with a written schedule and desired wording for publications in a timely manner, and provide a schedule to florists;
6. On Mondays, the Committee member responsible for the month will divide the arrangement(s) in an appropriate manner and arrange for delivery to sick, bereaved and/or shut-ins;
7. Purchase and maintain essential supplies.

## **Music Committee**

**Purpose:** To provide guidance for the Music program in concert with the Minister of Music.

**Membership:** Six (6) elected members; the Minister of Music is an ex-officio member. A Deacon Liaison shall be appointed by the Chair of the Deacons.

### **Duties:**

1. Assist the Minister of Music and other Staff in planning musical activities for the Church;
2. Establish a policy of use of musical instruments and other equipment;
3. Discuss maintenance and replacement of instruments and equipment, and make recommendations as necessary;
4. Provide input for prospective music leadership, accompanists and instrumentalists;
5. Suggest and make recommendations regarding music performance groups and other programs appropriate for the church;
6. Initiate support and assistance for specific projects under the direction of the Minister of Music;
7. Review music personnel job descriptions and policies periodically to ensure compliance with current church needs;
8. Submit proposed music program budget annually.

## **Ordinance Committee**

**Purpose:** To assist the Senior Minister in the Ordinance Services, with the aim of making such services more meaningful to the candidates and to the total membership.

**Membership:** Twelve (12) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

### **Duties:**

#### 1. Baptism

- a. Assist with maintenance of Baptismal garments as requested by staff: i.e., laundering, storing, replacing garments, snaps, etc. Maintain a supply of clean towels;
- b. Ensure that candidates for baptism have received instruction from the Senior Minister before the service;
- c. Assist with baptism of candidates as requested by the Senior Minister.

#### 2. Lord's Supper

- a. Supervise the care, maintenance, and provision of the Lord's Supper trays, cups, plates, and cloths to be used, and recommend any additions to the equipment to the Properties Committee as it becomes necessary ;
- b. Meet with the Senior Minister and the Deacon vice-Chair in advance for coordination;
- c. Secure and prepare the elements to be used for the Lord's Supper and place them in the sanctuary. Clean hardware and prepare for next use;
- d. Make arrangements for any handicapped individuals during intinction observance.

## **Usher Committee**

**Purpose:** To provide all possible assistance to guests and members before, during, and after worship services and at such other times as needed.

**Membership:** Nine (9) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

**Duties:**

1. Organize a group of ushers for each Sunday worship service;
2. Plan usher service for special Church meetings, e.g., revivals;
3. Develop a list of suggestions for the ushers and insure they are informed on: a. How to greet people before and after the service; b. How and when to seat people; c. Where and when to report for duty;
4. Develop a procedure whereby the ushers for a given Sunday are selected and contacted prior to the service;
5. Develop plans for lighting the sanctuary and for reporting discomfort;
6. Assume the responsibility for receiving the offering;
7. Assume the responsibility for unlocking the Church at 8:30 AM each Sunday;
8. Develop procedures for dealing with distractions and emergencies if they occur.

## **Children's Worship Committee**

**Purpose:** To provide a program of worship and worship education for children.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chairman of the Deacons.

**Duties:**

1. Establish basic goals for the Children's Worship Program ;
2. Review, plan and select a program and materials that will lead toward the fulfillment of the basic goals;
3. Secure volunteer(s) to work each week with the Children's Worship Program;
4. Evaluate the progress of the Children's Worship Program each quarter and implement necessary changes.

## **Media Committee**

**Purpose:** To be responsible for the functions of the audio and video equipment of the church.

**Membership:** Six (6) elected members. A Deacon Liaison shall be appointed by the Chair of the Deacons.

### **Duties:**

1. Provide overall guidance to the Church for planning sound and video which complement the worship experience;
2. Assume the staffing and managing of the sound system during all worship services, including weddings, funerals, and special events in the Family Life Center. This is to include setting up the proper microphones, stand, etc., for use during the service. A trained operator (supplied by Clemson First Baptist Church) is required for every service. A trained announcer is needed for the radio broadcast for the 10:30 AM service each Sunday;
3. Assume the staffing and managing of video recording systems used during worship services and in the Family Life Center;
4. Coordinate recording and distribution of the recorded worship services with appropriate groups;
5. See that the sound and video systems are properly maintained, with adequate equipment and supplies on hand at all times. Be certain that needed repairs are made as promptly as possible;
6. Provide assistance, along with the Ushers, for those who are hearing-impaired. Maintain assisted hearing devices that are provided for the hearing-impaired;
7. Establish a training schedule, as needed, for those who operate the sound system, guaranteeing that the system will be run smoothly and unobtrusively.

## Wedding Committee

**Purpose:** To oversee all weddings, to serve as a liaison between the church and the couple being married, to enforce the church's policies, and to promote worshipful weddings.

**Membership:** Nine (9) elected members. A Deacon Liaison shall be appointed by the Chair of Deacons.

### **Duties:**

1. To approve or disapprove applications for weddings and to ensure that approved weddings are placed on the Church Calendar;
2. To ensure that the couple to be married has received a copy of the church's wedding policies and to explain and interpret the policies;
3. To acquaint the wedding party with the church's facilities;
4. To work with the florist, caterer, photographer, videographer, etc. and ensure that they sign and follow the church's policies;
5. To assist Wedding Director at rehearsal and at wedding;
6. To ensure that the church is cleaned and readied for its next use;
7. To verify that all of the church's wedding accessories are returned in good condition to their proper location and that the facilities have not been damaged or abused in any way. In the event of damage to contact the wedding party or any responsible commercial or private party to arrange for repair or replacement of the damaged items;
8. To maintain an inventory of wedding equipment and supplies.

## **B. SPECIAL COMMITTEES**

**Purpose:** The Church, in a regular or called business meeting, will authorize the establishment of special committees as needed. The purpose, number of members, and duties of these Special Committees will be specified at the time of their election. Three Special Committees are specifically addressed in the following sections which outline their purposes, membership and duties.

**Membership:** Committee members and the Chair are to be elected by the Church at a regularly scheduled or called business meeting according to procedures specified herein.

The term of office shall be designated at the time of elections by the Church. A Deacon Liaison will be appointed or designated by the Chair of the Deacons.

**Duties:**

1. The duties of Special Committees shall be designated in a "charge" specified at the time of election by the Church.
2. The committees will follow those aspects of the general committee organizational outline which are applicable.

### **Search Committee for Senior Minister**

**Purpose:** To seek out a minister and recommend him/her to the Church when there is a vacancy in the office of Senior Minister.

**Membership and Election:** The committee shall exist only when there is a vacancy in this office and shall serve until a minister is called or until relieved of its responsibility by the Church. The committee shall consist of nine (9) elected members and shall include at least three (3) men and three (3) women. The membership of the Church will nominate (18) persons from a list of Church members. A list of nominees will be prepared and the Church members will vote for no more than nine (9) of the nominees by ballot. The three (3) men and the three (3) women receiving the highest number of votes will be elected to the committee. The three (3) remaining nominees with the highest number of votes shall be elected. The nomination and election procedures shall be supervised by a committee appointed by the Chair of the Deacons. The Chair of the Deacons will set a meeting date and time for the committee to organize itself, designating a chair and a secretary.

## **Interim Ministerial Staff Committee**

**Purpose:** To arrange for the filling of Ministerial Staff positions on a temporary basis during a vacancy or prolonged absence in the office of the appropriate Minister.

**Membership and Election:** The committee shall exist only when there is a vacancy in this office and shall serve until a permanent Minister is called or until relieved of its responsibility by the Church. The committee shall consist of a chair and three (3) members, elected by the Church. The Deacons will nominate the chair and members to the Church in business session for the purpose of electing the committee. The deacons will recommend the charge to the committee.

**Duties:**

1. Select persons to fill the vacancy and arrange for expenses, compensation, etc.;
2. The committee may recommend that the Church call an interim minister to fill the office for a specified period of time and nominate a candidate for election at a business meeting called for this purpose, at which time the person and terms of his employment will be presented.

## **Search Committees for Other Ministerial Positions**

**Purpose:** Search committees will be established when a vacancy occurs in any of the ministerial positions except the Senior Minister or when a ministerial position is to be filled on an interim basis (Interim Ministerial Staff Committee then functions)

**Membership:** The composition of this seven-member committee and term of office will be established by the Nominating Committee. The Senior-Minister is an ex-officio member.

If a youth or a college student is not elected by the above procedure, a youth representative may be named by the Youth Committee and/or a college student by the College Committee. They may take part in all proceedings, but may not vote.

**Duties:**

1. To review the current job description for the vacant position with the Personnel Committee;
2. To search for qualified candidates and conduct appropriate interviews;
3. To recommend a candidate for the position to the Church with appropriate salary and benefits as established by the Personnel Committee;
4. Leave a copy of the guidelines, procedures, contacts and cost of the process in the church office for future search committees.

### **C. ADOPTION AND AMENDMENT**

This Committee Manual shall be adopted and in effect when approved by a majority of the members present and voting at a Church Business Meeting called for the purpose of its adoption, provided that the proposed Committee Manual be made available to the membership at least thirty (30) days prior to the time the vote is taken. This Committee Manual may be amended by a majority of the members present and voting at a regular Church business meeting, provided that a written notice of the proposed change is given at least seven (7) days prior to the stated business meeting.

The Chair of the Nominating Committee and the Church Clerk will be responsible for submitting updated Committee Amendments to the Secretary in the office to be immediately incorporated into the committee manual.

An updated Committee Manual will be printed annually and distributed to Nominating Committee members by August 1.

The Chair of the Nominating Committee will request each Church Committee Chair to review their Committee description (Purpose, Membership and Duties) in the Committee Manual at least every three years. Each Committee Chair will then submit recommended changes in this description to the Chair of the Nominating Committee. The Chair of the Deacons will appoint a Committee (three Deacons and the Chair of the Nominating Committee) to review the Committee Manual changes and prepare a Manual revision document for submission to the Deacons and the Church for consideration and approval.

## APPENDIX

## **Foundation Board**

**Purpose:** To oversee the First Baptist Church of Clemson endowments as well as other “Planned Giving Funds” which provide a means to increase support for long-term needs of the church.

**Membership:** Nine (9) elected members nominated by the Nominating Committee. Each member is elected for a three-year term. Since this a board dealing with long-term investments, board members will be allowed to succeed themselves for the first term. According to the bylaws of the foundation, the Board of Directors may appoint, as advisors, persons whose advice, assistance and support may be deemed helpful. Four (4) directors shall be ex-officio without vote, Senior Minister, Church Treasurer, Church Financial Secretary and a liaison appointed by the Stewardship and Finance Committee. Officers of the Board shall always include the president, the vice president, the secretary, and the treasurer of the corporation. The Secretary and Treasurer may be the same person.

**Duties:**

1. Manage investments of the First Baptist Church of Clemson Foundation and other designated long-term investment funds such as the Building Fund;
2. Follow the articles of incorporation in managing The Foundation;
3. Be responsible for considering endowment requests and for disposing of Fund assets;
4. Coordinate long-term goals and acceptance of gifts with the Stewardship and Finance Committee;
5. Manage the sale of real property which is given to any fund of the church;
6. The Church Treasurer may deposit into established accounts;
7. The Board will meet no less than quarterly to discuss strategies and monitor performance based on Fund portfolio reports. The chair may call special meetings by giving no less than seven days (7) notice.