

Children's & Preschool Committee: Job Description

Purpose

The purpose of the Children's Committee is to address the needs of children from birth through fifth grade and their families. The committee will work to design and enhance ministries which help create an environment that nurtures the physical, mental, social, emotional, and spiritual needs of Immanuel's children and their families.

Duties

- A. To serve as Worship Care Coordinators during worship on a rotating basis;
- B. To formulate and establish policies concerning children that best serve the community of faith called Immanuel:
 - Determining appropriate teacher/student ratios to enhance learning;
 - Determining appropriate chaperone/student ratios for activities;
 - Announcing and publishing policies that relate to the preschool and children's ministry;
- C. To coordinate the use of the preschool and children's facilities:
 - To make recommendations to appropriate committees for maintenance and improvement of these areas,
 - To be visionaries into the future use of the facilities;
- D. To plan and coordinate events for preschoolers, children, and their families in cooperation with the ministerial staff and families;
- E. To offer seminars and other educational opportunities to parents and/or families;
- F. To implement programs that encourage children;
- G. To encourage open communication between the committee, ministerial staff, and parents;
- H. To encourage the congregation at large to invest in the lives of Immanuel's children.

Finance Committee: Job Description

Purpose

The purpose of the Finance Committee is to monitor the financial activities of the church, to prepare a budget for church approval, to manage the financial resources of the church, and provide monthly reports to the congregation.

Duties

- A. To study patterns of giving and project the potential levels of giving;
- B. To analyze current budget strengths and weaknesses;
- C. To evaluate all budget requests from the church staff, organizations, ministries, and committees;
- D. To prepare an annual budget;
- E. To present a proposed budget to the church for approval by the November business meeting;
- F. To move for adoption of the proposed budget by the December business meeting;
- H. To manage the financial resources of the church in accordance with the adopted church budget;
- I. To recommend to the church any amendments to the church budget;
- J. To inform the church of the receipt of any special gifts;
- K. To manage for the church the Investment Fund;
- L. To offer strategies for managing funds for the future ministries of Immanuel Baptist Church;
- M. To consider and approve any special offerings;
- N. To regularly inform the church of its financial condition.

Future Missions and Ministry Committee: Job Description

Purpose

The purpose of the Future Missions and Ministry Committee is to study mission and ministry needs and opportunities, to identify new mission initiatives not anticipated in the church budget, and to implement plans for addressing these new mission/ministry opportunities.

Duties

- A. Serve as a resource and coordinating committee for all mission projects carried out by the congregation;
- B. Study and evaluate mission and ministry opportunities, both local and worldwide;
- C. Prepare a plan for completing projected mission projects;
- D. Manage allocations and resources needed for mission, ministries, and special projects;
- E. Review and evaluate periodically any on-going mission projects initiated by the committee;
- F. Make regular reports to the congregation at the monthly business meeting.

House and Grounds Committee: Job Description

Purpose

The purpose of the House and Grounds Committee is to maintain the buildings and the grounds of Immanuel Baptist Church and to assist in the supervision of custodial help.

Duties

- A. Recommend to the Personnel Committee the employment of custodial personnel and to be responsible for the training and supervision of custodians;
- B. Plan, implement, and supervise a schedule of custodial upkeep of the buildings;
- C. Keep a record of maintenance and inspection of all equipment;
- D. Maintain an inventory of all church property and equipment;
- E. Direct preventive maintenance of all operating equipment;
- F. Repair all operating equipment within the guidelines of the church;
- G. Maintain the interior and exterior of the buildings;
- H. Supervise the employment of grounds personnel or lawn services;
- I. Remove snow and ice from walks, steps, and parking lot;
- J. Monitor damage to trees and remove any debris from church property;
- K. Maintain and operate the emergency electrical generator;
- L. Care of any landscaping needs for the property;
- M. Maintain the parking lot.

Music Committee: Job Description

Purpose

The purpose of the Music Committee is to encourage, sustain, and enhance the ministry of music at Immanuel Baptist Church.

Duties

- A. Assist the Minister of Music in all phases of music ministry;
- B. Review periodically the entire music program;
- C. Formulate and publish policies of this committee;
- D. Recommend the purchase of additional supplies and/or equipment not addressed in the annual budget;
- E. Coordinate with the Minister of Music special music events or opportunities;
- F. Provide support for the production of the Life of Christ in Living Pictures;
- G. Assist the Personnel Committee in coordinating the music ministry in the absence of professional ministerial staff.

Nominating Committee: Job Description

Purpose

The purpose of the Nominating Committee is to enlist volunteer leadership to sustain the mission and ministry of Immanuel Baptist Church, to recommend to the church the committees needed to sustain the mission of the church, and to implement the policies stated in the Constitution and By-laws.

Duties

- A. Maintain the principle of confidentiality in the work of the committee;
- B. Recommend to the church the committee structure needed to sustain the mission and ministry of Immanuel;
- C. Enlist and nominate volunteer leaders for the committees;
- D. Review the work of committees;
- E. Recommend the staffing of new committees to sustain the mission and ministry of Immanuel;
- F. Determine if committees need to be abolished;
- G. Identify working and policy making committees;
- H. Enlist and nominate volunteer leaders for the offices of the church, trustees, and coordinators;
- I. Maintain the rotation of committee members, officers, and coordinators as outlined in the By-laws;
- J. Recommend the chairperson of each committee;
- K. Recommend the establishment of special committees and task forces;
- L. Enlist and nominate volunteer leaders for special committees and task forces as approved by the church;
- M. Maintain current job descriptions for committees and coordinators.

Personnel Committee: Job Description

Purpose

The purpose of the Personnel Committee is to assist the senior minister in the supervision of all professional ministerial staff members, to recommend new professional ministerial staff, to employ and supervise all non-professional ministerial staff, to provide personnel benefits for the staff, to recommend staff salaries and increases, and to address all personnel matters.

Duties

- A. Assist the Senior Minister in the supervision of all professional staff members;
- B. Establish a process for annual performance review of all ministerial and non-ministerial professional staff members;
- C. Recommend to the congregation as directed by the Constitution and By-laws all professional ministerial staff members except the Senior Minister;
- D. Establish compensation and benefits and make annual recommendations to the Finance Committee;
- E. Determine and secure personnel protection benefits for all staff members;
- F. Coordinate with appropriate committees of the church the supervision of staff;
- G. Establish and direct personnel guidelines through an employee handbook;
- H. Address any employment issues according to the guidelines of the Constitution and By-laws of Immanuel Baptist Church.

Youth Committee: Job Description

Purpose

The purpose of the Youth Committee is to address the needs of the young people of Immanuel, from grade 6 through grade 12, and their families. The committee will work to design and enhance ministries which help to create an environment that nurtures the physical, mental, social, emotional, and spiritual needs of Immanuel's young people.

Duties

- A. Plan and implement with the professional ministerial staff a comprehensive ministry for young people;
- B. Nurture the spiritual life of young people through Sunday School, discipleship courses, and mission experiences;
- C. Encourage youth to assume places of ministry and leadership within the life of Immanuel;
- D. Formulate, implement, and publicize all policies that govern the activities initiated by the Youth Committee;
- E. Provide camp opportunities for youth;
- F. Create a safe social environment for the youth of Immanuel;
- H. Provide educational opportunities for youth and youth parents;
- I. Address the needs and challenges of families.

Bazaar Committee: Job Description

Purpose

The purpose of the bazaar committee is to plan, organize and coordinate the annual church bazaar.

Duties

- A. Plan, direct, and supervise the Church Bazaar;
- B. Identify the missions and ministries of the church that will receive support from the proceeds generated by the bazaar.

Counting Committee

Purpose

The purpose of the Counting Committee is to count and deposit in the bank designated by the church all weekly offerings.

Duties

- A. To safeguard all information concerning the financial stewardship of any individual member of Immanuel Baptist Church by honoring the principle of confidentiality;
- B. To count receipts only in an area designated by the church;
- C. To accurately record gifts to insure credit for tax purposes;
- D. To count and prepare the moneys for deposit;
- E. To deposit the moneys on the first banking day following the collection of the offering;
- F. To submit to the Administrative Secretary a balance sheet with a detailed report of the offering;
- G. To return the deposit bags, keys, and envelopes to the church office immediately following the deposit of funds;
- H. To recognize that all financial records are property of Immanuel Baptist Church.