

# Committee & Ministry Teams

Version 1.1

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## 1.0 Audio Visual Ministry Team

### Purpose

The responsibility of this Ministry Team will be to work with the **Media Technician and Minister of Music** overseeing the use, operation and maintenance of all audio and visual equipment belonging to the church. The team is responsible for the process of submission of material(s) for presentation to the congregation on the church's Audio-Visual system.

### Key Responsibilities

- Taking care and keeping track of all Audio/Visual equipment such as CD players, equipment and such other equipment the church portable sound/musical equipment, the church's sound system, video may designate.
- The team will also be responsible for determining current and future needs and make necessary recommendations to the church for such equipment. This committee will cooperate with the Music Ministry Team in the area of the church's sound system.
- The chairperson or a designated Team Member will have the responsibility to ensure users of the equipment are properly trained and overseeing that only trained users are authorized access.
- The Audio/Visual Ministry Team is responsible for submitting candidates to the Nominating Ministry Team for service on the Audio/Visual Team.

Due to the weekly importance of their duties and the complexity of equipment that they work with, the term for Audio/Visual will not be limited to a three year service.

The Audio/Visual Team will submit candidates to join the Audio/Visual team when needed.

## **2.0 Baby Shower Ministry Team**

to be determined

## **3.0 Baptism Ministry Team**

### **Purpose**

The primary purpose of the Baptism Ministry Team is to assist the Pastor in preparing for and administering the ordinance of baptism.

### **Key Responsibilities**

- See that all baptism equipment and facilities are available and ready prior to each baptismal service.
- Ensure that robes, towels, and other effects are available prior to each baptism.
- Facilitate laundering of effects following each baptism.
- Assist the Pastor to ensure that he announces each candidate's name properly.
- Assist candidates prior to and following the baptism process allowing for a quick return to the Sanctuary.
- Place bath mats or some form of anti-skid protection on floor leading from baptism pool leading back to changing area.
- Recommend to the Financial Management Ministry Team the amount of funds to be budgeted each year.

#### **4.0 Benevolence Ministry Team**

##### **Purpose**

The Benevolence Ministry Team is primarily responsible for studying the needs of church families and other people in the community to whom the church ministers and formulating a plan to meet those needs.

##### **Key Responsibilities**

- Establish the amount of and frequency of assistance to be provided by the church to individuals or families.
- Locate church members and community persons who can provide appropriate assistance.
- Work with other groups in the church that provide benevolent actions.
- Survey and determine available community agencies.
- Coordinate activities with the Pastor and church committees for the collection of special offerings designated as Benevolent funds.
- Work with the Business Administrator for the disbursement of funds.
- Investigate and administer benevolence resources as needed.
- Make reports to the church as appropriate.

## **5.0 Bereavement Ministry Team**

### **Purpose**

This ministry is created to serve members and/or non members who regularly attend the Sunday School or Worship Services of South Point Baptist church and who are experiencing the death of a family member. It is designed to support those members/attendees who live locally and whose home is the primary gathering place for the family of the deceased. This ministry is initiated when the Pastor becomes involved in the funeral arrangements or in the process of some other church representative ministering to the family, in the pastor's absence.

### **Key Responsibilities**

- Pastor and Ministry Coordinator ascertain the needs of the affected family and accommodate them based on their desires and funeral arrangements.
- Deliver preliminary supplies, i. e., paper products and ice, sometimes coffee, as the situation warrants. Timing of this activity should be soon enough to accommodate family members' early arrival at the designated home. Ice Chest and surplus supplies are picked up at a time deemed suitable after the funeral.
- Team Leaders notify individual team members as to need for food, quantity, time, or special situations that might be required.
- Team Leaders may be asked to help serve or deliver a meal in certain circumstances.
- Ministry coordinators arrange for serving of the meal at the church or delivery of the food to the home.

## 6.0 Building and Grounds Ministry Team

### Purpose

The responsibility of this Ministry Team will be to work with the **Maintenance Coordinator** to maintain the upkeep and care of the church buildings and grounds.

### Key Responsibilities

- Help in the maintenance of all church properties.
- Work with the **Maintenance Coordinator** to develop and implement policies for the church facilities.
- Help in the organizing of church-wide workdays. These will consist of work around the church that will promote the cleaning and repairing of church properties.
- Help in the planning and implementation off all church upgrades or improvements to the church facilities.
- Recommend to the Financial Management Ministry Team the amount of funds to be budgeted each year.

## 7.0 CARE Team

### Purpose

The CARE Team is a medical/safety review and focus team to aid the church in preparedness in the event of a crisis requiring professional support and assistance.

## 8.0 Care Patrol Team - See "Security Ministry Team"

## 9.0 Financial Management Team

### Purpose

The responsibility of the team will be to work with the **Business Administrator** and provide overall guidance and direction regarding financial matters of the church.

### Key Responsibilities

- Oversee the church's financial program including budget development.
- Review, promote and recommend the annual budget to the church.
- Report financial status to the church during regular church conferences.
- Work with the Business Administrator regarding overall financial management.
- Meet as needed to review financial status of the church and to address non-standard operational requests or concerns regarding finances.



## 10.0 Food Ministry Team

### Purpose

The team is responsible for recurring Wednesday night meals served to the church.

### Responsibilities of Chairperson

- Facilitate a team lead rotation schedule.
- Work with team leads to establish and create menus with the following considerations: quality, nutrition, preparation and cleanup methods, and cost.
- Seek opportunities to provide food/service to those in need as an extension of existing meals.
- Serve as the primary point of contact with church staff.

### Responsibilities of Team Leads

- Schedule and coordinate team members for their week.
- Select a meal from the existing menus, purchase, prepare, and serve meal.
- Facilitate general cleaning of kitchen and dining hall areas.

### Responsibilities of Team Members

- Assist in the preparation and serving of food.
- Assist with cleaning and other general duties as needed for the ministry.

The **Maintenance Coordinator** will be responsible for setup and breakdown of dining hall tables and chairs, maintain paper products, supplies, and ensure facilities are ready and operational to enable the ministry. Weekly mopping and heavier cleaning will be facilitated, as well, monthly deep cleaning and sanitation of kitchen and service areas.

The **Teller Committee** will facilitate collection of all funds during meals.

The **Deacons** may assist teams by serving and cleanup of meals in the dining hall.

## 11.0 Great Commission Committee

- I. The Great Commission Committee (the “GCC”) will consist of church members (“Members”) who are actively involved in reaching the lost through international partnerships and disaster relief missions of South Point Baptist. These Members need to have an active and progressive mindset and heart for reaching lost people through active Mission Partnerships. Those that serve on this committee must have a good understanding of the whole concept of missions to include (1) the giving aspect, (2) the going aspect and (3) the sharing of the gospel aspect. These members need to fully understand the importance of being good stewards of God’s timing, God’s money, and God’s purpose. It is important that the committee consist of Members who have actively served in past mission efforts, or who have knowledge of the partnerships that are being evaluated and developed. This is to ensure that as a church, we maintain the ongoing integrity of these partnerships year after year.
  - a. The committee will consist of 5 members. The initial 5 members’ commitment will be staggered as follows:
    - 1 member will serve for 1 year
    - 2 members will serve for 2 years
    - 2 members will serve for 3 years
  - b. As the members roll off, and new members are added, the new members will serve a three-year term.
  - c. A member cannot serve consecutive terms; they must be off the committee for a minimum of 1 year between terms.
- II. The Mission Partnerships that will be considered for approval and governance by the GCC will consist of international missions and both domestic and international disaster relief efforts. The underlying premise is that these Mission Partnerships have a “Go” aspect as directed by the Great Commission in Matthew 28:19.
  - a. To become an Approved Mission Partnership, those Members seeking approval of the partnership will submit to the Ministry Team a detailed proposal outlining the proposed partnership.
  - b. After thorough review, if, in the Ministry Team’s sole discretion, the proposal meets the Ministry Team’s requirements and approval, the proposal will be forwarded to the Deacon Body for further consideration.
  - c. After thorough review, if the proposal meets the Deacon Body’s requirements and approval, the Deacon Body will present the proposal to the membership of the Church for consideration at the next regularly scheduled Church Conference.

- d. If, after discussion, the proposal is approved by a majority of members present at the Church Conference, the proposed partnership then becomes an Approved Ministry Partnership.

III. The GCC will be responsible for providing oversight of our mission partnerships and will control the distribution of funds that the Lord sends to use in these partnerships.

- a. The GCC will work along with the Ministry Staff at South Point Baptist Church to evaluate, provide counsel and help make decisions in each area of missions, to assure that South Point Baptist Church remains an Acts 1:8 church.
- b. The GCC will work with the Ministry Staff at South Point Baptist Church to prayerfully decide the priority and availability of funding for each approved Mission Partnership.
- c. The GCC will be responsible for providing an accounting of all expenditures related to Mission Partnerships, as well as give an account to the spiritual effectiveness and progress made in the approved Mission Partnerships. This will take place during scheduled Church Conferences.

IV. Sponsorship other than Approved Mission Partnerships

- a. **Missionary Shepherd**  
The committee can and should discuss a need that may arise in dealing with the Missionary/Pastor that is leading the International partnership that South Point Baptist supports. Those needs are deemed as pertinent to the ministry continuing to be successful. The needs of this Missionary/Pastor will be vetted and prayed through by the committee to assure the best possible success for the ministry and church partnership. The needs may consist of, but not limited to: Financial support, vehicle repair used for personal/ministry use, resources that will aid the Missionary/Pastor in the ministry. The Great Commission Committee will work alongside the Staff and other committees as needed.
- b. **Individual Sponsorship**  
In the case that the committee is approached about an individual that has a need to be sponsored in the community of one SPBC's International Church Partnerships, the committee will need to address the situation as such: The Great Commission Committee will not approve funds to be designated for an individual outside of the Missionary/Pastor and the International Church Partnership. For example: An individual requests funds/sponsorship for personal needs for them or their family will not be considered. The Great Commission Committee seeks to maintain the integrity of our International Partnerships and to be good stewards of the designated funds given.

## **12.0 Greeters Ministry Team**

### **Purpose**

Greeters will be placed at the entry ways of our buildings to greet everyone upon their arrival. Greeters are responsible for seeing that all visitors know where their Sunday School classes are and making them feel welcome at South Point. Greeters will be asked to be at special events to help aid in the welcoming and directing of all visitors and members to the meeting areas.

## **13.0 Good Shepherd Ministry Team**

### **Purpose**

The primary purpose is to extend the arms of Christian fellowship to those persons within our church family who have limited mobility/ability to participate in the usual activities of South Point Baptist Church.

### **Key Responsibilities**

- Make contact with caregivers and persons to plan a visit.
- Prepare and bring some token for the visit such as Open Windows, a DVD of the service, or other item to share.
- Visit and spend quality time giving hope and encouragement to persons and caregivers.
- Keep a brief record of visits.
- Notify the Pastor or Deacon of the week of special needs.

## **14.0 Hospitality Ministry Team**

### **Purpose**

This ministry team will be responsible for every aspect of the following needs of the church: Church Dinners, Wedding/Baby Showers and any other church-wide functions that serve food.

### **Key Responsibilities**

- Church Dinners—Promote fellowship among our church people, coordinate all-church socials and get-togethers and arrange for special dinners called by ministerial staff.
- Wedding/Baby Showers- if the kitchen is used the team will help in the preparation or follow-up of each event
- This team will be responsible for planning out the needs for each event, such as plates, cups, silverware, napkins, table cloths, and any other decorations that enhance the event.
- This team is responsible for set-up and also break down of a church -wide event
- This team is responsible for making sure that there is enough food at each church-wide event, ordering food through the church fellowship budget to offset the amount of food prepared.
- Recommend to the Financial Management Ministry Team the amount of funds to be budgeted each year.

### **15.0 Interior Beautification Team**

#### **Purpose**

The team is responsible for approval of significant interior aesthetic modifications including but not limited to paint, carpet, furnishing, and displays. The team will work closely with church staff to determine preferences and needs as they relate to facilities, ministries, and operations.

### **16.0 Kitchen Facility Ministry Team**

#### **Purpose**

To assure that the kitchen facility guidelines are adhered to by everyone who uses the church kitchens. To maintain them in such a condition that they will be clean, fully equipped and presentable for each scheduled use.

#### **Key Responsibilities**

- Coordinating with the church office for scheduling of all kitchen events.
- Provide users of any of the church's kitchens with directives and expectations of maintenance policies to achieve purposes as listed above.
- To inspect the kitchen after each function within 24 to 48 hours or before next scheduled event (which-ever comes first - 2 Members).
- Walk through weekly inspections.
- Report damages, malfunctions or non-compliance to the Maintenance Coordinator as soon as discovered.
- Responsible for Kitchen laundry, i.e. table cloths, dish cloths, pot holders, etc.
- Team is to meet on a regular basis to evaluate kitchen procedures and update them as often as feasible.

## **17.0 Lord's Supper Ministry Team**

### **Purpose**

The primary purpose of the Lord's Supper Ministry Team is to assist the Pastor and the Deacons in preparing for and administering the ordinance of the Lord's Supper.

### **Key Responsibilities**

- Have all necessary Lord's Supper equipment and materials in place prior to each observance of the ordinance.
- Assist in planning and evaluating the observance of the Lord's Supper.
- Recommend to the Financial Management Ministry Team the amount of funds to be budgeted each year.
- Arrange for all Lord's Supper equipment to be gathered, cleaned and stored after each observance.
- Maintain an inventory of equipment and recommend purchase of additional equipment as needed.

## 18.0 **New Member Ministry Team**

### **Purpose**

to be determined

## 19.0 **Nominating Ministry Team**

### **Purpose**

The Nominating Ministry Team's principle function is to lead in staffing the church-elected leadership positions filled by volunteers.

### **Key Responsibilities**

- Screen Volunteers in the areas of spiritual giftedness and personality before they are invited to serve in leadership roles
- Distribute volunteer leaders according to priority needs.
- Assist in discovering and enlisting persons to fill leadership positions.
- Meet with each ministry team to explain the responsibilities and also to help them gain a governing order for the team( chairman, vice chairman).
- Present volunteers & Ministry teams to the church.



## **20.0 Personnel Ministry Team**

### **Purpose**

The Personnel Ministry Team is responsible to the church to act mainly as a policy making group. It should serve as a connecting link between the church staff and the church body (membership) in matters related to personnel, administration and management.

It may assist, when called upon, in counseling with the Pastor and/or Business Administrator and other staff persons on matters related to personnel and/or administrative issues. It is not, however, to assume the supervisory and/or administrative responsibilities of any staff person. The Pastor and/or Business Administrator is to be consulted and apprised of all matters considered by the ministry team prior to any action being initiated or any recommendation made.

### **Key Responsibilities**

The Personnel Ministry Team may be called upon as necessary by the church, Pastor or Business Administrator to assist in addressing specific issues related to personnel, administration and management. Some of the duties for which it is responsible for:

- Meet monthly at a regularly scheduled time in order to ensure an awareness of any potential issues.
- Work closely with the Pastor, Business Administrator and/or committees finding and interviewing persons to fill open staff positions or personnel needs within the church.
- Non-ministerial personnel will be recruited and interviewed by the Business Administrator (and other staff/ministers as appropriate) and follow existing policy/protocol while working with the Personnel Ministry Team.
- The recruiting and interviewing of potential candidates for ministerial positions will be handled by a duly elected search committee. After a candidate has been approved by the elected ministry team, said candidate will be recommended to the Personnel Ministry Team for approval and presentation to the church for consideration.

- Maintain a continuing review of established church procedures and practices recommending changes as deemed necessary.

### **21.0 Security Ministry Team**

#### **Purpose**

Security Ministry Team will be asked to patrol the church grounds during services to provide security for parking lots, buildings, and our children's ministry buildings. They will also be asked to be present at ministry events to do the same. One member of the ministry team will be stationed in the preschool area to protect our kids.

#### **Key Responsibilities**

- list here

### **22.0 Sunday School Ministry Team**

#### **Purpose**

to be determined

### 23.0 Teller Ministry Team

#### **Purpose**

The Teller Ministry Team is responsible for the collection and documentation of funds donated to the church during services and/or activities in which offerings are made. The Ministry Team is composed of the chairperson and ten to fifteen members.

#### **Key Responsibilities**

- Serve in a rotating teller schedule providing collection and documentation of funds received for recurring service and events (ie. Sunday mornings, Wednesday meals).
- Follow procedures and protocol for all counting activities (new members will be trained and paired with an active teller).
- Recommend to the Financial Management Ministry Team the amount of funds to be budgeted each year.

### 24.0 Transportation Ministry Team

#### **Purpose**

The responsibility of this Ministry Team will be to work with the **Maintenance Coordinator** to maintain the upkeep and care of all vehicles owned by the church. This Team will make sure the vehicles are presentable and in good working condition.

#### **Key Responsibilities**

- Ensure all vehicles have the necessary documentation, licenses and insurance and that they are suitable for use by the church.
- Determine the yearly budget requirements of the church's vehicles, which would cover the expenses of operation, maintenance and adequate insurance for such equipment.
- Plan for future transportation requirements of the church and make such recommendations to the church as needed.
- Maintain the needed and required upkeep of the vehicles each month and after each event to assure the quality of the vehicle.

**25.0 Ushers Ministry Team****Purpose**

To aid in the seating of the congregation for all worship events as well as seating visitors in a comfortable place for worship. Ushers assist in welcoming visitors by presenting them a visitor's card during our church-wide welcome. Ushers also are responsible for the taking up of the offering during worship time.

**26.0 Wedding Supplies Ministry Team****Purpose**

to be determined



## Committee & Ministry Teams

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### Revision Notes

Approved	By	Version	Comments
06/22/2015	Disciple Life Minister	1.1	Updated Section 11.0. Added item IV Sponsorship other than Approved Mission Partnerships
05/05/2013	Church Conference	1.0	Creation of the formal document