



***Guidebook  
For  
Church Officers,  
Program Organization Leaders and  
Standing Committees***

***Tabernacle Baptist Church  
8203 Leesville Road  
Raleigh, North Carolina 27613***

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NOTE:

**All Standing Committees:** Unless otherwise stated in the Membership section of each Committee Guide, all committee members will serve for a three-year rotating membership basis with one-third rotation each year. All Standing Committees membership begins on January 1 and ends on December 31 of each year.

**All Church Officers** will serve for a one year term beginning on January 1 and ending on December 31 of each year.

**All Program Organization Leadership** will serve for a one year term beginning September 1 and ending August 31 of each church year.

At the beginning of the new church year (January 1), the Nomination Committee recommends that every committee meet to review the function and responsibility of their committee. The chairperson will call the meeting and provide each committee member a copy of the guidelines. The Nominating Committee and/or staff will be available to meet with any committee requesting assistance.

### ***Duties of a Committee Chairperson***

1. Know the purpose, duties, and members of the committee.
2. Request and administer committee budgeting.
3. Plan the agenda for each meeting of the committee.
4. Conduct meetings:
  - a. Each meeting should have a purpose.
  - b. Each meeting should have an agenda.
  - c. Each meeting needs resources.
  - d. Each meeting should plan for follow-up.
  - e. Each meeting should be reported to ministerial staff, church Council or necessary persons.
5. Supervise the work of the committee secretary (if applicable).
6. Designate a vice-chairperson, or a committee member, to conduct a meeting or committee business if the chair is unable to attend meetings or otherwise carry out committee activities.
7. Assign responsibility to committee members for follow-through actions.
8. Lead the committee to:
  - a. Identify and schedule some activities/projects
  - b. Develop a sequence of actions.
  - c. Prepare a timetable.
  - d. Determine the resources needed.
  - e. Complete activities/projects.
9. Report committee actions, as appropriate, to the Church Council and/or Church in Conference.
10. Collaborate, as necessary or desirable, with church staff members, church officers, Church Council, Deacons, church program directors, and other committees.
11. Attend Church Council (optional).

### ***Duties of a Committee Member***

1. Know the purpose, duties, and members of the committee.
2. Be present and on time for meetings. Contact the chairperson at least 24 hours before a scheduled meeting if you cannot attend.
3. Participate in discussions.
4. Contribute to the planning and achievement of activities/projects.
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments; report at committee meetings.
7. If unable to continue duties of committee member, inform committee chairperson and chairperson of Church Nominating Committee.

## *Church Officers*

### *Moderator*

**Description of Office:** The Moderator is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Moderator begins January 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** The Moderator

1. Works with key leaders and church staff to develop an agenda for the business meetings
2. Presides at all business meetings maintaining unity of the people
3. Conducts orderly church business meetings by applying the Church Constitution, all policy statements adopted by the church, and *Robert's Rules of Order*
4. Executes church business in a timely manner
5. May call special business meetings when necessary and
6. Serves as a member of the Church Council. [Church Constitution Article III, Section 3 (C), (D) and (F); Article IV, Section 3 (E)]

### *Church Clerk*

**Description of Office:** The Church Clerk is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Church Clerk begins January 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church.

**Duties:** The Church Clerk shall:

1. Record the minutes of church business meetings
2. Preserve records for present and future use
3. Assist in recording the Church Membership for those desiring membership during a worship service
4. Correspond with other churches for membership changes
5. Correspond with church members concerning matters voted on in the conference (i.e. Deacon Emeritus, etc.)
6. Provide records for church history
7. Assemble monthly church conference packets in conjunction with Church Moderator
8. Present a copy of the final official minutes to the Financial Manager/Office Manager for filing in the church office.

### *Associate Church Clerk*

The Associate Church Clerk has the same Description, Qualifications and Duties as Church Clerk. The Associate Church Clerk shall take on these duties in the absence of the Church Clerk.

### *Treasurer*

**Description of Office:** The Treasurer is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Treasurer begins January 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church.

**Duties:** The Treasurer shall:

1. Sign checks prepared by Church Financial Manager in accordance with church policies and procedures
2. Prepare final count of deposits along with one other individual -- deposits roughly counted by deacons on Sunday
3. Select and handle Certificates of Deposit held by church
4. Plan administrator for health insurance carried by non-pastoral church employees
5. Serve as ex officio member of the Budget and Finance Committee
6. Attend meetings held for preparation of budget -- Budget and Finance Committee
7. Assist Church Financial Manager as needed in conducting of financial transactions of church
8. Assist Budget and Finance committee as needed in oversight of church financial business
9. Supervise or assist in the supervision of an accounting system that provides adequate internal controls to protect all funds.
10. Update and maintain guidelines approved by the IRS for the provision of tax credits which involve gifts to the church.

### *Assistant Treasurer*

**Description of Office:** The Assistant Treasurer is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Assistant Treasurer begins January 1.

**Qualifications:** Must be a member of the church.

**Duties:** The Assistant Treasurer shall assist the Treasurer as needed. The main responsibility is to sign checks in the absence of the Treasurer.

## Comptroller

**Description of Office:** The Comptroller is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Comptroller begins January 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** The duties of the comptroller shall include the following for the Tabernacle Baptist Church (TBC) and for the Tabernacle Learning Center (TLC):

1. Monthly financial reports
2. Statements and corresponding reconciliations
3. Issued and voided checks and drafts
4. Invoices
5. Minutes (Budget and Finance Committee and TLC Council)

Expenditures by TBC and TLC should be in accordance with the Budget and Finance Committee Policy.

## Program Organization Leaders

### Sunday School Director

**Description of Office:** The Sunday School Director is an Organizational Program leader of the church and is nominated in July for a one year term by the Church Nominating Committee. The term of the Sunday School Director begins September 1. ((Church Constitution Article V, Section 2; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** (Sunday School leadership Guide, adopted 7-27-2009) The Sunday School Director serves as the general administrative leader of a church's Sunday School. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of the Sunday School. He/She leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School's stated objectives.

Major Responsibilities:

1. Meet regularly with the pastor and staff to evaluate the work of the Sunday School and set agenda for Sunday School Leadership Team Meetings.
2. Lead the Sunday School Planning Team Meetings.
3. Communicate goals and actions to leaders and participants and evaluate progress.
4. Lead in developing an effective organization that facilitates spiritual transformation.
5. Lead in efforts to call participants into service and in enlisting and developing new leaders.
6. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions.
7. Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.
8. Serve on the Church Council

### *Associate Sunday School Director*

**Description of Office:** The Assistant Sunday School Director is an Organizational Program leader of the church and is nominated in July for a one year term by the Church Nominating Committee. The term of the Associate Sunday School Director begins September 1. (Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** (Sunday School Leadership Guide, adopted 7-27-2009) The Sunday School Assistant Director serves as the assistant administrative leader of a church's Sunday School. This person is responsible for assisting in coordinating and communicating the work of all Sunday School classes, departments, and other Bible study groups toward the overarching objective of the Sunday School. He/She attends the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders, and in mobilizing members to achieve goals toward the Sunday School's state objectives.

Major Responsibilities:

1. Attend the Sunday School Planning Team Meetings.
2. Communicate goals and actions to leaders and participants and evaluate progress.
3. Work with the Minister of Education in the ordering and distribution of all classroom literature.
4. Assist in developing an effective organization that facilitates spiritual transformation.
5. Assist the Sunday School Director in providing reports, advertising, and notices regarding Sunday School activities to all classes and departments;
6. Assist the Sunday School Director in providing information on the Sunday School program into the Tabernacle Record and on the church's web site;
7. Assist in efforts to call participants into service and in enlisting and developing new leaders.
8. Assist the Sunday School Director in keeping all Sunday School classes and departments aware of Sunday School developments and efforts;
9. Assist in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions.
10. Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.

### *Discipleship Training Director*

**Description of Office:** The Discipleship Training Director is an Organizational Program Leader of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Discipleship Training Director begins September 1. (Church Constitution Article IV, Section 3; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** The Discipleship Training Director responsibilities should include:

1. planning with vision using the resources of the church members,
2. determine the needs of the congregation, and then plan and offer discipleship experiences
3. enlist facilitators for small groups
4. evaluation of the discipleship program
5. consult with the ministerial staff in the planning of the small groups
6. recommend a yearly budget to Budget and Finance Committee
7. Serve on the Church Council.

### *Associate Discipleship Training Director*

**Description of Office:** The Associate Discipleship Training Director is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Associate Discipleship Training Director begins September 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** Assist the Discipleship Training Director as needed in planning, preparing, leading and evaluating the discipleship experiences. .

### *Women's Missionary Union Director*

**Description of Office:** The Women's Missionary Union Director is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Women's Missionary Union Director begins September 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** The WMU Director shall

1. Plan, promote, conduct and evaluate the mission work of the church
2. Promote the annual designated offerings for missions
3. Work with the Baptist Men in educating the church about missions
4. Promote the Hands on Missions projects for the church
5. Encourage Mission Friends, Girls in Action and Baptist Women to participate in mission education
6. Seek ways to meet the needs of all age groups to become involved in missions
7. Work with the ministerial staff in planning the work of Baptist Women
8. Order literature for the mission groups
9. Serve on the Church Council

### *Associate Women's Missionary Union Director*

**Description of Office:** The Associate Women's Missionary Union Director is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Associate Women's Missionary Union Director begins September 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** Assist the WMU Director as needed.

### **Baptist Men's Director**

**Description of Office:** The Baptist Men's Director is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Baptist Men's Director begins September 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** The Baptist Men's Director should:

1. Plan, promote, conduct and evaluate the mission work of the church
2. Promote the annual designated offerings for missions
3. Work with the Baptist Women in educating the church about missions
4. Promote the Hands on Missions projects for the church
5. Encourage Royal Ambassadors and Baptist Men to participate in mission education
6. Seek ways to meet the needs of all age groups to become involved in missions
7. Order literature for the mission groups
8. Work with the ministerial staff in planning the work of Baptist Men
9. Serve on the Church Council

### **Associate Baptist Men's Director**

**Description of Office:** The Associate Baptist Men's Director is an officer of the church nominated in July for a one year term by the Church Nominating Committee. The term of the Associate Baptist Men's Director begins September 1. (Church Constitution Article IV, Section 1; Committee Guidebook, Church Nominating Committee, Responsibility, paragraph 6)

**Qualifications:** Must be a member of the church. (Church Constitution Article IV, Section 2)

**Duties:** Assist the Baptist Men's Director as needed.

## **Standing Committees**

### ***Audio Visual (Equipment) Committee***

#### ***Function:***

This committee will operate and ensure proper maintenance of the sound and recording equipment in the church. This includes all recording devices, all Televisions, VCR, DVD, etc. equipment. The function is to facilitate worship and church activities by offering audio-visual equipment and services as necessary and feasible through volunteers.

#### ***Responsibilities:***

1. Enlist, train, and schedule operators for all church events that require sound operators
2. Purchase and maintain sound and recording equipment
3. Purchase and maintain all audio-visual equipment
4. Request and administer budget expenditures
5. Maintain the Audio Visual room, keeping it organized with all equipment and supplies
6. Inventory of all equipment and provide to Insurance Committee

#### ***Membership:***

This committee shall consist of three (3) members and one (1) advisor who has exceptional knowledge of sound equipment.

#### ***Meetings:***

This committee shall meet as needed.

## *Bereavement Committee*

### *Function:*

This committee provides a ministry that would care for the needs of families during the time of a death and grief.

### *Responsibility:*

1. Offer the family a meal after or before the funeral
2. Offer the family sitting at the home during visitation and funeral
3. Offer childcare for very small children during visitation and funeral
4. This list would be expanded as needs were made known by the family or the ministry members

### *Membership:*

The Bereavement Ministry Director would be nominated by the Church Nominating Committee and elected by the Church in Conference and would have a team of volunteers to work with that would consist of those who feel they have a gift to work in this ministry.

It would be a preference that this not be a rotating committee but a team of those who feel this is their spiritual gift because this is a truly gifted ministry to be able to minister to the grieving.

### *Meetings:*

This committee shall meet as needed.

## ***Budget and Finance Committee***

### ***Function:***

This committee will help provide an efficient church financial operation

### ***Responsibilities:***

1. Review the financial results from the prior month(s) compared to the budget. Receive and approve/disapprove requests for budgeted expenditures and other non-budget requests that may be presented. Any extraordinary requests that cannot be made at a regular monthly Budget & Finance meeting will be considered according to Committee Policy.
2. Review any budget line items that are approaching or have exceeded the approved budget. Consider options for discussing and working with persons/committees responsible for the budget line items.
3. Recommend any special offerings as needed to meet budgetary requirements.
4. Present each month, at the Deacons' meeting and at the church conference, the Financial Manager's monthly church financial report and the summary report, along with any requests approved by the Budget & Finance Committee at its monthly meeting.
5. Collect payment for monthly church conference lunches.
6. Formulate an operational budget each year, to be effective January 1<sup>st</sup> of the following year. The process is:
  - a. July: Request from committees and church organizations their anticipated needs to be included in the next year's budget.
  - b. August: Review committee/organization response and formulate proposed budget.
  - c. September: Present the proposed budget at the September Deacons' meeting and the September church in conference. All discussion will be at this meeting. The Proposed Budget is mailed to congregation following the Deacons' meeting.
  - d. October: Present the proposed budget for adoption at the regularly scheduled monthly church business meeting without discussion. Unless waived by majority vote, the vote on adoption of the budget shall be by ballot.
7. Cooperate with the Stewardship Committee in educating and challenging the congregation to, as God leads, support the mission of TBC with time, talent and resources.
8. Recommend to have or not to have an audit or a review of the financial records by an independent financial professional.
9. Maintain a relationship with an external professional resource for financial advice and consultation.

### ***Membership:***

This committee shall consist of nine (9) members, six (6) of whom are nominated by the Church Nominating Committee to serve three year terms, the Church Comptroller, the Church Treasurer, and the Chairperson of the Stewardship Committee.

### ***Meetings:***

This committee shall meet monthly at the designated time, and at other times as called by the chairperson.

## *Buildings and Grounds Committee*

### ***Function:***

This Committee shall be responsible for the proper maintenance, enhancements, and improvements of all of the Church's facilities and grounds.

### ***Responsibilities:***

1. Develop, recommend, and implement policies regarding the enhancements, improvements, and proper maintenance of all of the Church's facilities to include the buildings, grounds, gardens, and parking areas.
2. Make an annual inspection of the buildings and grounds and make a written report to the Church in Conference as to the overall condition of the buildings and grounds and recommendations of required maintenance, improvements, and enhancements for the current year to maintain the appearance and function of the church property. The Committee is also responsible for continuous periodic inspections to insure that the facilities are functioning properly.
3. Furnish and maintain a complete inventory of all exterior maintenance equipment; furniture and furnishing; and major kitchen appliances coordinating with Decorating Committee and Food Service Committee. Custodial and Minor Kitchen Equipment are not included.
4. Make recommendations to the Personnel Committee concerning the job performance and job descriptions of maintenance staff and Groundskeeper and assist the Personnel Committee in the supervision of the Groundskeeper.
5. Prepare an annual budget to be submitted to the Budget & Finance Committee and the Church in Conference, as required.
6. Keep church members and staff informed on the proper use of all Church facilities and grounds and encourage their support in caring for the Church's property, encourage the members and staff to be conservative in the use of all utilities, and seek ways to get all members involved in maintaining the facilities and grounds properly.
7. Ensure that all of the Church's facilities, including buildings, grounds, and equipment are properly maintained in a safe, clean, and attractive manner and ensure that proper temperatures are maintained in all buildings; collaborating, as needed, with the Church staff, members, maintenance personnel, and other committees in achieving this goal.
8. Coordinate with the Decorating Committee on the interior décor and with Gardens & Memorials on the grounds.
9. Examine, award, and/or renew all of the Church's maintenance contracts, supervise all contracted personnel, and prepare and present reports to the Church regarding these contracts.
10. Provide reports and recommendations to the Budget & Finance Committee, Deacon Body, and the Church in Conference, as needed, in keeping with the Church's policy.
11. Collaborate, as necessary or desirable, with the church members, church staff, Deacon Body, Church Council, and other committees to ensure support for the work of this committee. Assist the Gardens and Memorials Committee with the establishment and maintenance of the Church's gardens and make final approval of the gardens layouts and locations.

***Membership:***

This committee shall consist of six (6) members. The Chairpersons of the Tabernacle Trail Committee and the Gardens and Memorials Committee shall be ex officio members on the Buildings & Grounds Committee.

***Meetings:***

This committee meets monthly with special meetings as needed.

## *Children's Council*

### ***Function:***

This council will assist the Minister of Children to plan, carry out and evaluate the Children's programs of the church

### ***Responsibilities:***

1. Meet regularly as needed, and keep the congregation informed
2. Study carefully the work of the assigned area, plan for accomplishment of the assigned task, and enlist and lead church members as needed to accomplish the assigned task
3. Coordinate with the church staff and Church Council in planning programs and activities for children
4. Work to enlist and train leaders for children's activities and programs
5. Work with the children's program leaders to assist them in planning and promoting all children's programs and activities
6. Maintain a calendar of activities for all children's families and the Church Council

### ***Membership:***

The committee shall consist of six (6) members. The Minister of Children shall serve as an advisor.

### ***Meetings:***

The committee shall meet as needed. There shall be one organizational meeting in January.

## ***Church Council***

### ***Function:***

The function of the Church Council is to prepare and coordinate the calendar of events for the church family. The Church Council is to strive to provide a church program that will meet the varied needs of the church family.

### ***Responsibility:***

1. Study needs, resources, and opportunities of the church programs
2. Coordinate calendar of church program plans and actions
3. Review and evaluate all program actions and achievements
4. Report regularly to the church
5. The Council shall make assignment of equipment and building space for normal use, and shall process requests for special use of building facilities.

### ***Membership:***

Pastor (chairperson), Ministerial staff, Sunday School Director, Discipleship Training Director, WMU Director, Baptist Men's Director, Chairperson of Deacons, Tabernacle Learning Center Director, and optional for other committee chairpersons as deemed necessary/needed.

### ***Meeting:***

This committee shall meet as needed.

## *Church Nominating Committee*

### ***Function:***

The function of the Church Nominating Committee is to discover, interview, enlist, and recommend persons to fill positions of leadership in the various organizations of the Church.

### ***Responsibility:***

1. To nominate, in harmony with Church practice and state law, (if required), the trustees, deacons and other Church officers, leaders, teachers and committee members.
2. To make a leadership study survey of the entire membership of the Church to determine those qualified and willing to serve.
3. Select, interview and enlist church program leaders, church committee members and general church officers.
4. To spread the leadership responsibilities as widely as possible. Where possible, limit the members of committees so that one person will serve on no more than two or three committees in the Church (except where they serve by virtue of office).
5. To fill immediately any vacancy on a church committee caused by death or removal from the Church roll unless it is a position for which the Deacon's Nominating Committee is responsible.
6. To recommend members of committees and organizations, the committee will begin this process in April. The schedule of nominations is as follows:
  - a. Church Officers - July
  - b. Organizational leaders and teachers - July.
  - e. Standing Committees - November
  - f. Deacons - Presented to Church in Conference in October and elected in November  
Provision will be made at the October church conference for additional nominations to be made from the floor; and if additional nominees are presented, election at the November Church Conference will be by secret ballot. All nominees presented should be contacted prior to nomination to confirm willingness to serve.
7. The organization (Sunday School, WMU, Baptist Men, and Discipleship Training) church year begins September 1. The Church Officers, Standing Committees and Deacons church year begins January 1.
8. Coordinate committee training with the Minister of Education
9. Revise the Guidebook as needed

### ***Membership:***

This committee will consist of nine (9) members. The Minister of Education shall serve as an advisor.

### ***Election:***

The Church Nominating Committee members will be nominated by the Deacon Nominating Committee and elected along with other standing committees at the November Conference.

### ***Meetings:***

This committee shall meet as needed

## ***Congregation - Ministerial Staff Liaison Committee***

### ***Function:***

To facilitate conflict resolution and communication between the congregation and ministerial staff or within the staff. The committee is a component of the church Conflict Resolution and Communications Policies and Procedures.

### ***Responsibilities:***

1. Be a resource and support to the ministerial staff. Represent the congregation in discerning needs and issues that affect the church. In these roles, the committee recognizes potential concerns and addresses them with staff in a manner that maintains confidentiality.
2. Receive congregational concerns regarding ministerial staff and the ministries and programs of the church. The chair of the committee will maintain communication with the member(s) bringing concerns and report progress in reaching resolution. This is an essential responsibility so that committee members and ministerial staff are able jointly to address concerns, provide timely follow up and ensure accountability in the resolution process.
3. At the request of the pastor, the committee may facilitate and mediate ministry and program concerns within the ministerial staff.
4. If this committee cannot resolve a conflict to the satisfaction of the parties involved, then they will refer the conflict to the appropriate bodies as stated in the church constitution:
  - a. Personnel Committee for staff conflicts
  - b. Deacons for membership conflicts and discipline issues.
  - c. Standing committees and councils for conflicts regarding ministries and programs
5. Ultimately, it is the responsibility of the deacon body to resolve issues that cannot be resolved through standing committees and councils.
6. Any reporting by this committee will not include the identity of church members bringing concerns or issues to the committee.
7. Perform annual evaluation of pastor.

### ***Membership:***

The committee consists of three (3) elected members and the chair of the deacons and chair of Personnel Committee. Elected members shall be active church members for at least one year.

### ***Meetings:***

The committee shall meet with the pastor in January and as needed hereafter.

## *Constitution and By-Laws Committee*

### ***Function:***

To make a continuing study of the Constitution of the church and give recommended changes as the need arises

### ***Responsibility:***

1. See that the Constitution and By-Laws are followed
2. Make recommended changes in either Constitution or By-Laws as required

### ***Membership:***

This committee will consist of three (3) members.

### ***Meetings:***

This committee shall meet as needed.

## *Decorating Committee*

### ***Function:***

This committee will position and maintain decorative items in the entrance hallways of the church. NOTE: The Sanctuary, Adult Wing, and Children's Wing, including the Dining Hall, are to be decorated and maintained by other individuals and groups.

### ***Responsibilities:***

1. Water, position, fertilize, prune, re-pot, and replace the church's live plants and cut flowers as needed.
2. Water the Worship Table flowers, which are ordered by a staff member, as needed. Move them from the Sanctuary after the weekly worship service(s) and maintain them in the main hallway for greater visibility.
3. Working within the Committee's budget, provide additional decorative items or plants as needed.
4. Decorate appropriately for the Homecoming, Thanksgiving, Easter and Christmas seasons, including the ordering of seasonal flowers – lilies and poinsettias – as directed by the church staff. For Christmas, arrange for the Gathering Place Christmas tree and Christmas ornaments to be removed from the storage facilities behind the church and brought to the Gathering Place. After Christmas, coordinate the re-packing of the Christmas decorations and returning them to the storage facilities.
5. Coordinate with the church staff on decorating issues as needed.
6. Coordinate with the church's mission organizations to assure that containers for collecting donated items in the main hallway are as attractive as possible. Ensure that no decorative items pose a safety hazard to people passing through the main hallway.
7. Coordinate with the Building and Grounds Committee on issues regarding furnishings, donations of decorative items to the church, and storage of Decorating Committee items.
8. Decorations for banquets will not be the responsibility of this committee. Decorating for special events should be done by the sponsoring group
9. Ensure that proper and approved guidelines are adhered to in determining the decorations and furnishings for the interior
10. Maintain an inventory of all furniture and furnishings. This should be coordinated with Insurance Committee and Building & Grounds Committee

### ***Membership:***

The committee shall consist of three (3) members.

### ***Meetings:***

This committee will meet as needed.

## *Education Fund Committee*

### ***Function:***

This committee will administer grants to obtain college, seminary or graduate education and make specific recommendations to the Deacon Body.

### ***Responsibility:***

1. The committee will announce the acceptance of applications for grants each March with a deadline of May 31 for receiving applications
2. The committee will meet and review all the applications and make decisions in June
3. The committee will notify all the applicants of the decision of the committee
4. Grants will be issued in August of each year

### ***Membership:***

This committee will consist of three (3) members. These members and chairperson are recommended by the Deacon's Nominating Committee. A person will not serve on the Tabernacle Education Fund committee who has an immediate family member eligible for a grant.

### ***Meetings:***

The committee will need to meet in March to issue applications, June to review applications and August to authorize issuance of grants.

***NOTE:*** See the Tabernacle Baptist Church Education Fund guidelines.

## *Emergency Medical Committee*

### ***Function:***

This Committee will concern itself with the physical well-being of our congregation giving first aid as it is deemed necessary

### ***Responsibility:***

1. To render aid to sick or injured persons at Tabernacle
2. Ushers or a designated person would make sure EMS (911) is called. The person making the 911 call should have any information available to assist 911. This person should also be outside the building to show EMS where the patient is located in the church facility.
3. An Emergency Medical Attendant will direct an usher or person to obtain the AED (Automatic External Defibrillator) as needed. The AED is located on the wall near the Choir Room.
4. If service is in progress, the person in charge of service at that time should call congregation to bow and enter a period of prayer for the patient while medical aid is being rendered
5. Ushers or person spotting emergency should immediately locate any of the Committee members to go to the patient's aid.
6. The patient should not be moved unless the Emergency Medical Team feels there is no danger to the individual; otherwise the patient should not be moved until EMS has arrived.
7. Complete first aid kits are available in the church office and kitchen area
8. The first aid kits should be stocked twice a year or as needed

### ***Membership:***

This committee will consist of members who have medical skills. This is a non-rotating committee.

### ***Meeting:***

This committee shall meet as needed.

## *Endowment Committee*

### ***Function:***

The primary objective of this committee shall be to contribute to the spiritual growth of the individual members of the church by leading them to a more complete understanding of total stewardship of the possessions entrusted to their care during life; and to enable them to continue, in a permanent way, their financial support of the outreach ministry and mission of the church.

### ***Responsibilities:***

1. Educate the membership of the church in estate planning, in estate stewardship, and in methods of making deferred gifts, informing them through various means of communication and through observance of special emphases.
2. Establish guidelines and procedures for receiving deferred and testamentary gifts and gifts in trust.
3. Make recommendations concerning;
  - a. distribution and use of income from the permanent trust fund heretofore established with The North Carolina Baptist Foundation, Inc., trustee, and
  - b. encourage the use of this fund for the receipt of undesignated and memorial gifts.

### ***Membership:***

This committee shall consist of three (3) members.

### ***Meetings:***

This committee will meet as needed.

## *Food Service Committee*

### ***Function:***

This committee is to assist in the proper operation and function of the Food Service facility.

### ***Responsibility:***

1. Assist in formulating policies for the use of the kitchen and dining room for ordering, preparing and serving meals.
2. Consult regularly with the Food Service Personnel to insure a high quality of food, food preparation and food service.
3. Maintain an adequate inventory of kitchen and dining room supplies.
4. Coordinate with Buildings & Grounds Committee to maintain an adequate inventory of necessary equipment for food service.
5. Recommend to the Church Budget and Finance Committee the prices to be charged for all church-wide meals to be served.
4. Prepare an annual budget request for the Church Budget and Finance Committee.
5. Keep before the Church membership the fact that our food service is a means to an end: realizing that good food, properly served in a congenial atmosphere is conducive to Christian fellowship, worship, and service.
6. Assist in menu planning and procuring of food.
7. Maintain the kitchen and dining room for proper Health Department standards. Post a list of Guidelines for Kitchen Use by Groups of the church.
8. Secure volunteers for serving the food for church suppers.
9. Assist with food purchasing, preparation, etc. as needed.
10. Recommend appliances and equipment for Food Service.

### ***Membership:***

This committee shall consist of six (6) members.

### ***Meetings:***

The committee will meet as needed.

## *Gardens and Memorials Committee*

### ***Function:***

This committee will focus on gifts to the church to be used for gardens, memorials, and honorariums working unite the Church and the community in a shared commitment to preserve, protect, and promote gardens and memorials on the Church property as an extension of the ministry of Tabernacle Baptist Church

### ***Responsibilities:***

1. Promote memorial giving, consult with donors of memorial gifts, and accept or reject donations in conjunction with Buildings & Grounds and Decorating Committee.
2. Formulate policies concerning the establishment of TBC gardens and memorials and other memorials. (For additional info, see Memorial Guidelines and Design Elements approved 11/2007).
3. Update and maintain the long-range landscape plans.
4. Report to Buildings & Grounds (Ex Officio member) on matters concerning implementation of design and establishment of gardens and memorials.
5. Administer gardens and memorial funds and oversee purchases of all gifted items.
6. Maintain gardens and memorial records and write acknowledgement letters.
7. Coordinate volunteers as needed in establishment and maintenance of gardens and memorials.
8. Inspect the gardens periodically with Buildings & Grounds, request repairs as necessary to ensure safety and aesthetics.
9. Prepare and present reports concerning garden and memorial gifts, and offer recommendations, as needed, to Building & Grounds, the Deacons, and the Church in Conference.
10. Strive to make the gardens and memorials extensions of the entire property. Work to create areas that are beautiful, restful and appropriate for Christian worship, ministry and education. Coordinate with Decorating Committee concerning any gift or memorials for interior of the church (and acknowledge receipt see 6 above).
11. Coordinate with other church committees and the church staff in order for gardens and memorials to be successful.

### ***Membership:***

This committee will consist of six (6) members. The chairperson shall be an ex officio member of the Building & Grounds Committee.

### ***Meetings:***

This committee shall meet monthly or as needed.

## ***Historical Committee:***

### ***Function:***

To create and maintain a current and comprehensive history of Tabernacle Baptist Church.

### ***Responsibilities:***

1. To collect records, including (but not limited to) letters, pictures, and/or news items relating to Church pastors, ministries, programs, and special emphases. The collection shall include minutes of regular and special church conferences, membership, financial, and stewardship programs, and any records involving other church-wide activities or events which have significant historical and or useful value.
2. To devise procedures and a system of promoting, collecting, cataloging, maintaining, and securely storing all such records.
3. To make the records readily available for research by committees and individual church members (or others), requiring and maintaining a check-out system for any records removed from storage.

### ***Membership:***

The committee will consist of three (3) members

### ***Meetings:***

The committee will meet quarterly, and otherwise as needed

## *Homecoming Committee*

### ***Function:***

This committee will be responsible for the annual Homecoming in the fall of each year.

### ***Responsibility:***

1. The Pastor and Minister of Music will provide input in securing the Guest Minister and the Guest Minister of Music.
2. The Chairperson will delegate the various subcommittees as follows:
  - A. Decorating - Decorate the dining area and tables. Coordinate with the Decorating Committee for decorating the other areas of the church.
  - B. Homebound - Obtain the names, addresses and phone numbers of homebound. Contact these persons regarding their desire for a homecoming meal. Secure Deacons for delivery of these meals.
  - C. Food - The Homecoming Committee will select a caterer and the menu.  
Food Sub-Committee  
Desserts - Church family will provide desserts. The committee will be responsible for setting up the dessert tables (have one sugar free desserts table). Be responsible for receiving the desserts, preparing and managing the distribution of same.
  - D. Publicity – Notify Publicity Committee of the date of Homecoming, the preacher’s name and any other information that should be publicized such as: advertise with posters, newsletter, bulletin articles, newspaper press releases, and pulpit announcements.
  - E. Coordinate with the church office to mail invitations 6-8 weeks prior to Homecoming.
  - F. Childcare– Inform Minister of Children to assure proper staffing.
  - G. Hospitality – Coordinate with Welcome Committee and assign Greeters at main entrances to welcome everyone. Be sure everyone fills out a name tag.
  - H. Set Up - Responsible for setting up tables and checking table clothes. Provide adequately for trash disposal.
  - I. Clean Up - Responsible for cleaning the dining area and any other rooms that are used the day of homecoming. Cleaning of the tablecloths after the meal is the responsibility of this committee.

### ***Membership:***

This committee shall consist of six (6) members.

### ***Meetings:***

This committee will meet as needed.

## *Insurance Committee*

### ***Function:***

This committee is to oversee the insurance policies of the Church and to provide risk management

### ***Responsibility:***

1. The committee is charged with the responsibility of obtaining and maintaining up-to-date insurance policies on all buildings, land and vehicles owned by the Church, workers compensation insurance and health, life, and disability as applicable.
2. In cooperation with staff, other committees, and outside consultants the committee is responsible for ascertaining if all insurance needs have been met.
3. The committee will maintain accurate inventory of all furniture, equipment and supplies of the church in compliance with insurance standards. Current inventories of supplies will be the responsibility of the applicable committee. Any personal items used by the staff at the church (texts, documents, furniture, etc.) will be inventoried and submitted to the insurance committee by the appropriate person.
4. Compile a yearly insurance budget.

### ***Membership:***

This committee will consist of three (3) members. Ex-officio members of this committee are the chairpersons of the Trustee, Buildings & Grounds, Transportation, and Personnel Committees.

### ***Meeting:***

This committee will meet as needed.

## *Living Christmas Tree Committee*

Function:

Responsibilities:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Membership:

Meetings:

This committee will meet in May of each year to begin planning.

## *Music Committee*

### ***Function:***

This committee is to advise and support the minister of Music

### ***Responsibly:***

To meet and discuss all aspects of the total church music program to help obtain excellence and consult with the Minister of Music

### ***Membership***

This committee shall consist of six (6) members, two of which shall be adult choir members

### ***Meetings:***

This committee shall meet as needed.

## *Ordinances Committee*

### ***Function:***

This committee will be responsible for making preparations for the observance of the ordinances (Baptism and Lord's Supper) in order to make the experience meaningful to all participating believers present for the worship service

### ***Responsibilities:***

#### **Baptism**

1. The Committee chair will coordinate with the custodian and church staff to make sure that baptistery area is cleaned and the pool is filled prior to the service
2. Maintain an inventory of all baptismal garments and make sure that they are in good repair
3. Maintain an adequate inventory of towels, handkerchiefs, and hair-drying equipment
4. Assist the Pastor and candidates in preparing for and participating in this ordinance
5. Insure that all garments, towels etc. are washed and returned to the baptistery area

#### **Lord's Supper**

1. The committee chair will make sure that all the supplies are available for the Lord's Supper
2. Maintain an inventory of equipment and supplies
2. Be responsible for keeping the equipment clean and properly stored
3. Prepare the elements and place them in the sanctuary for the service
4. Clean up following the service – includes the tablecloth and any other cleaning of area
5. Review the Lord's Supper guidelines posted in the cabinet in the baptistery area

### ***Membership:***

This Committee shall consist of six (6) members.

### ***Meetings:***

This committee will meet as needed.

## *Outreach*

### ***Function:***

This committee is to coordinate all outreach efforts of the church and provide leadership in the planning and coordination of Outreach related activities

### ***Responsibilities:***

1. Study and evaluate outreach opportunities for presentation to the congregation for consideration and approval
2. Submit to the Finance Committee an annual budget request
3. Educate the congregation concerning outreach opportunities
4. Coordinate events open to the community which witness to the Good News and the congregation's ministry
5. Encourage and enable the members of the congregation to participate in servant ministries beyond our own congregation
6. Coordinate outreach activities with the Deacons and other groups in the church

### ***Membership:***

This committee will consist of six (6) members.

### ***Meetings:***

This committee shall meet as needed.

## ***Personnel Committee***

### ***Function:***

To assist the church in matters relating to personnel administration and management, including such areas as employment, salaries and benefits

### ***Responsibility:***

1. Survey the need for additional or reduced Church staff positions.
2. Develop and recommend to the church, policies and procedures for employed personnel. The Personnel Policy Manual should be updated as needed
3. In recruiting, interviewing and recommending ministerial staff, the committee shall consult with the appropriate program councils or committees
4. Develop and recommend salary scales, salaries, and benefits for employed personnel
5. Provide each staff member with a written copy of personnel policies, staff benefits, and job description
6. Be sensitive to the needs of staff members.

### ***Membership:***

This committee consists of six (6) members. The Pastor or a staff minister designated by the Pastor shall meet with the committee in an advisory capacity except where matters pertaining to the position of pastor or the staff minister are under discussion unless the committee requests that the Pastor or staff minister be present.

### ***Meetings:***

This committee shall meet as needed.

## ***Publicity Committee***

### ***Function:***

A ministry to provide understanding through promoting who we are, what we believe, when we gather, where we assemble, and how we minister, worship, and study. The committee seeks to provide this function by knowing and evaluating our environment and using media and techniques to communicate the message of Tabernacle Baptist Church.

### ***Responsibilities:***

1. Be aware of church events that need to be communicated to the public
2. Discover ways of publicizing ministry opportunities to the church and the general public
3. Publicize through as many different resources as possible to communicate to those in our community the fact that Tabernacle Baptist Church is here and wants to minister to the needs of people

### ***Membership:***

This committee will consist of three (3) members

### ***Meetings:***

This committee shall meet as needed.

## *Pulpit Supply Committee*

### ***Function:***

This committee is responsible for insuring the continuation of the pulpit ministry of the church

### ***Responsibilities:***

1. When requested by the Pastor to arrange for a qualified person to fill the pulpit at any time when the Pastor is absent and to advise the Office/Financial Manager as to the appropriate compensation.
2. To arrange for qualified persons to fill the pulpit when the church is without a pastor until the church calls a pastor in the interim.
3. To recommend to the church a minister qualified to serve as pastor in the interim and the terms of service and compensation of such pastor. The recommendation of the committee as to the compensation for the pastor in the interim shall be approved by the Budget and Finance Committee prior to submission to the church. The requirements of the church constitution as to notice and election of a pastor shall be followed by the call of a pastor in the interim.

### **Membership:**

This committee shall consist of three (3) members

### **Meetings:**

This committee shall meet as needed.

## *Safety*

### ***Function:***

This committee shall provide safety to the buildings and grounds during regular services on Sundays and Wednesdays

### ***Responsibilities:***

1. To provide basic safety by opening and closing the church before and after the regular Sunday morning services and Wednesday night activities. Complete instructions are provided in the office workroom.
2. The chairperson shall make a rotation schedule and secure volunteers for each week. The volunteer is to serve on a Sunday and a Wednesday.

### ***Membership:***

This committee is composed of three (3) members.

### ***Meetings:***

This committee shall meet as needed.

## *Senior Adult Ministry Council*

### ***Function:***

This committee shall serve as a planning group to help meet the spiritual, emotional, social and physical needs of all senior adults in our church and community

### ***Responsibilities:***

1. To give careful consideration to provisions of basic program organizations for senior adults.
2. To provide materials and activities which will enhance spiritual enrichment such as Bible Studies.
3. To offer learning opportunities for continuing growth toward self-actualization.
4. To provide attractive socialization activities
5. To offer opportunities for service involvement (mission opportunities).
6. To make provisions for meeting physical and safety needs as possible and appropriate.
7. To determine community resources available to help meet needs and interests of older persons and to assist older members in obtaining that help as required.

### ***Membership:***

This committee shall consist of six (6) members. The Senior Adult Activity Coordinator shall serve as an advisor.

### ***Meetings:***

This committee shall meet on a regular basis whether it be monthly or quarterly to be determined by the committee members.

## *Special Events Committee*

### ***Function:***

This committee is in charge of providing times of Christian fellowship for the entire Church body. as requested by Church Council.

### ***Responsibilities:***

1. To plan and promote socials for the purpose of Christian fellowship.
2. Support and assist with any special Church-wide events as requested by Church Council.

### ***Membership:***

This committee will consist of six (6) members.

### ***Meetings:***

This committee shall meet as needed.

## *Stewardship Promotion Committee*

### ***Function:***

To promote the stewardship education including time, talent, and money throughout the church year

### ***Responsibilities:***

1. To plan the annual stewardship promotion to encourage the people to commit to the annual budget requirements
2. To project the stewardship theme into other areas of the church during the year

### ***Membership:***

This committee will consist of three (3) members.

### ***Meetings:***

This committee shall meet as needed.

## *Sunday School Council*

### ***Function:***

The Sunday School Council functions are:

- Plan the Sunday School ministry to accomplish the mission of the church
- Coordinate the Sunday School Ministry
- Evaluate the Sunday School Ministry

### ***Responsibility:***

1. Meet regularly with the pastor and staff to evaluate the work of the Sunday School
2. Communicate goals and actions to leaders and participants and evaluate progress
3. Lead in developing an effective organization that facilitates spiritual transformation
4. Lead in efforts to call participants into service and in enlisting and developing new leaders
5. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions

### ***Membership:***

Sunday School Council is made up of the following membership: Sunday School Director, Sunday School Assistant Director, Homebound Coordinator, Secretary, Assistant Secretary, Outreach Coordinator, Preschool/Children, Youth, and Adult Department Representatives. The Minister of Education shall serve as an advisor.

### ***Meetings:***

The Sunday School Council shall meet as needed.

## ***Tabernacle Learning Center for Preschoolers Committee***

### ***Function:***

The function of this committee is to provide a bridge between the church and the preschool. The committee shall oversee the educational and financial process

### ***Responsibilities:***

1. To establish a biblical foundation for TLC
  - a. Approve curriculum
  - b. Pray for our church, TLC, and the staff and families
  - c. Actively minister to TLC families in times of need
  - d. Cultivate ministry and outreach opportunities to TLC families.
2. To coordinate the activities and ministries of TLC
3. In conjunction with the TLC Director, develop annual budget; review expenses vs. budget monthly. The TLC Director shall provide the Church Finance Committee with monthly financial reports.
4. Remain up to date with state and local laws and rules regarding providing high quality child care.
5. Host an annual planning session with TLC staff and all organizations/activities that share space with the TLC.
6. To serve as a liaison between TLC and the church.
  - a. To work with the Personnel Committee of the church to hire the TLC Director and provide to the Personnel Committee the names of all the teachers.
  - b. To plan for the future
  - c. Educate the church and community about TLC
  - d. Build relationships between TLC and other children's programming at the church
  - e. Establish and implement guidelines for sharing space
  - f. Regularly report to the church body. Include outreach successes, ministry opportunities, names of TLC staff, special events, stories from children, etc
  - g. Encourage volunteers from the church body and community.
7. The Director shall serve on the Church Council.

### ***Membership:***

The committee shall have three (3) members with the TLC Director, Minister of Education, Minister of Children, and Financial Advisor serving as advisors.

### ***Meetings:***

The committee shall meet monthly at a time set by the chairperson.

## ***Technology Committee***

### ***Function:***

This Committee shall oversee the purchase and maintenance of computers, peripherals, and network equipment that are used in the church

### ***Responsibilities:***

1. To keep abreast of the computer needs of the church staff
2. To make recommendations concerning the upgrading of computers, peripherals, and network equipment in the church
3. To see that all computers, peripherals, and network equipment are maintained in good working condition
4. To work with the A/V Committee in insure that A/V equipment purchased can be used with the current computers and will be compatible with planned changes when A/V equipment has computer connections

### ***Membership:***

This committee shall consist of three (3) members.

### ***Meetings:***

This committee shall meet as needed.

## ***Trail Committee***

### ***Function:***

This committee is responsible for the “Tabernacle Trail”

### ***Responsibility:***

1. Make improvements and maintain the trail for the safety of all those using the trail
2. Recommend to Buildings and Grounds any funds needed for the improvement and maintenance of the trail
3. Continually seek ways to keep the trail updated and make changes to allow those using the trail to enjoy changes
4. Be extremely conscious of safety in planning and maintaining the trail
5. Strive to make the trail a place of rest, enjoyment and a place of God’s beauty

### ***Membership:***

This committee shall consist of three (3) members. The chairperson of this committee will serve ex-officio on the Building and Grounds Committee

### ***Meetings:***

This committee shall meet as needed.

## *Transportation Committee*

### ***Function:***

This committee shall oversee the proper usage of the Church-owned, leased, and rented vehicles and recommend purchase/leases as deemed necessary

### ***Responsibilities:***

1. To review the Transportation Policy and Procedures at least annually and to make revisions as necessary
2. To ensure that the Transportation Committee members and the approved drivers comply with the Transportation Policy and Procedures
3. To ensure that driving records are obtained and reviewed annually for the approved drivers
4. To ensure that drivers with commercial driver's licenses (CDLs) are subjected to periodic drug and alcohol testing
5. To remove drivers from the approved list if they violate, disregard, or cannot comply with the requirements of the Transportation Policy
6. To ensure that the vehicles are adequately maintained at all times
7. To ensure that the vehicles are properly inspected annually
8. To ensure that the vehicles are used for church-related groups and activities
9. To request funds from the Budget & Finance Committee as needed – for the annual budget and for periodic expenditures

### ***Membership:***

This committee shall consist of three (3) members. The Transportation Coordinator shall serve ex-officio on the committee.

### ***Meetings:***

This committee shall meet as needed.

## *Trustees*

### ***Function:***

To manage the Church property: that is, examine and sign all deeds and other legal papers and transactions coming to the attention of the Church and be in charge of the safe keeping of all legal documents

### ***Responsibilities:***

1. The collection and maintenance of deeds, titles and insurance policies covering real estate and real property owned by the church. See that these are stored in a bank safety deposit box.
2. Acquisition, improvement, alteration and disposal of real estate, real property, equipment, etc., shall be effectuated under direction of this group or with its sanction as related to alteration equipment and disposal of worn out equipment.
3. An inventory of all permanent equipment, furniture and machinery shall be maintained for security and insurance purposes.
4. Manage any brokerage accounts that may be established for the church. Determine how the securities will benefit the church and make changes accordingly.
5. Legal counsel shall be obtained, as needful, to assure lawful handling of matters controlled by statute; i.e. Chapter 61, G.S., State of North Carolina. Except for the requirement that authorization must be obtained for expenditures in excess of those previously authorized, trustees shall act and speak for the church in legal matters.
6. Two lists of deeds, titles, insurance policies, warranties and equipment shall be stored in a bank safety deposit box with copy in Church safe for ready access. Copies of minutes of meetings covering final action shall be stored likewise.
7. In carrying out the responsibilities enumerated above, if an issue becomes controversial, the trustees may call upon the Deacon Body for advice and guidance.
8. Maintain a "Trustee Journal" - keep a record of all meetings and decisions made by trustees.

### ***Membership:***

Three (3) trustees shall be elected and serve terms as provided by the Constitution with a chairperson leading and a secretary recording official action. This is the only office in the Church that is required by the North Carolina state law. (See appendix for North Carolina state law at the back of this document)

### ***Meeting:***

Meetings shall be held as often as deemed necessary to assure control of all properties and the Church membership shall be advised of pertinent action taken. A written report should be made to the Church covering transactions accomplished.

## *Ushers Committee*

### ***Function:***

This committee is responsible for providing a proper environment that is conducive to a genuine worship experience

### ***Responsibility:***

1. Greet the people as they enter. Friendship is a wholesome quality. Wear a name tag.
2. Greet everyone with warmth and enthusiasm. Call everyone by name as best you can.
3. Before the service begins as people are entering the chapel, assist people to be seated.
4. Seat people during the service at time when it is not disruptive. Take notice where there is available seating.
5. Provide a bulletin as people enter the worship center.
6. Be aware of who is in each section of the chapel. This will help in seating family members.
7. Ushers should count attendees and report numbers to the chairperson.
8. An usher's responsibility does not end when the congregation is seated. Be aware of illness or discomfort of each guest. Assist where needed.
9. During the closing hymn, return to your assigned usher's position to see out and thank visitors for attending. Bid worshipers farewell.
10. Be available for all worship services of the church.

### ***Membership***

This committee shall have twelve (12) members serving on a rotation

### ***Meetings:***

This committee shall meet as needed

## *Vacation Bible School*

### *Function:*

Provide an opportunity for children to experience and discover God everywhere in their lives.

### *Responsibilities*

1. Order all supplies, literature and needed equipment
2. Enlist workers
3. Train workers
4. Supervise the entire VBS during the week
5. Evaluate VBS

### *Membership*

Minister of Children shall coordinate and enlist all the necessary workers for the success of the program.

### *Meetings*

This committee shall meet as needed.

## *Visioning Review Committee*

### *Function:*

To work with church staff, committees, and church members

### *Responsibilities:*

1. To ensure that the defined vision and goals set for TBC remain a priority and focus of direction
2. To formulate a new three-year plan including goals using experience from the previous plan
3. To facilitate communication and coordination among church staff, committees, and church members

### *Membership*

This committee shall consist of six (6) members including a representation from the Deacons and Church Council. The pastor shall service as an ex-officio member.

### *Meetings:*

This committee shall meet as needed.

## *Wedding Committee*

### ***Function:***

The Wedding Committee has the responsibility of reviewing with the prospective couple the wedding policy and being present for the rehearsal and wedding to give guidance as needed.

### ***Responsibilities:***

1. Explain the wedding guidelines to the wedding party.
2. Assure that the wedding party abides by the wedding guidelines.
3. Supervise the custodial work to assure that all areas of the church are prepared for the wedding and then for regularly scheduled services/activities following the wedding ceremony.
4. The Wedding Committee shall have at least one member of the committee present for the rehearsal and wedding to act as a coordinator. This committee member should remain at the church until all the activities are concluded. They shall make an inspection of the facilities (sanctuary, fellowship hall, kitchen, dressing rooms, etc.) to be sure the wedding party has left the facilities in proper order. Report any damage to the Wedding Committee Chairperson and Building and Grounds Chairperson.
5. The Wedding Committee member cannot accept the role of Wedding Director and Wedding Coordinator for the same wedding.

### ***Membership:***

This committee shall have three (3) members.

### ***Meetings:***

This committee shall meet as needed.

## *Welcome Committee*

### ***Function:***

The function of this committee is to provide a warm and friendly spirit for visitors and members

### ***Responsibilities:***

Before Sunday School:

1. Welcome everyone with warmth and enthusiasm
2. Assist visitors to the appropriate Sunday School class
3. Inasmuch as these greeters make one of the first impressions upon the visitor, make certain that impression is favorable
4. Organize the committee so as to have committee members on duty at each of the "traffic flow" entrances to the church

Before Worship:

1. Greet and seat worshipers
2. Provide the order of worship (bulletin) to the visitors and members
3. Be attentive to the needs of persons during the service, especially emergency needs
4. Suggest the nursery facilities available to visitors with infants or children through age three (3)
5. Be sensitive to the needs of worshipers especially as it may involve needs and particularly for those who are visiting and assist them as the situation may require

After Worship:

1. Seek out and invite visitors to come back again. Ask if they have any questions or need any help
2. Assist visitors to other areas of the facility or to the Nursery, etc.
3. Contact first time visitors with a card or note

### ***Membership:***

This committee shall consist of three (3) members

### ***Meetings:***

This committee shall meet as needed

## *Youth Council*

### ***Function:***

This committee shall assist the Minister of Youth in helping to plan, evaluate, and carry out the youth program of the church

### ***Responsibilities:***

1. Organize, meet regularly as needed, and keep the congregation informed concerning its work
2. Study carefully the work of the assigned area, plan for accomplishment of the assigned task, and enlist and lead church members as needed to accomplish the assigned task.
3. Coordinate with the Church staff and Church Council in planning programs and activities for youth.
4. Work to enlist and train leaders for youth activity programs.
5. Work with the youth program leaders to assist them in planning and promoting all youth programs and activities.
6. Maintain a calendar of activities for all youth families and the Church Council.

### ***Membership:***

This committee shall consist of six (6) members. The Minister of Youth shall serve as an advisor.

### ***Meetings:***

The committee shall meet as needed.