

Policies/Procedures Manual
Responsibilities/Duties/Descriptions

Administrative Team

1. Auditing Committee

- a. Shall consist of at least three (3) members who should be familiar with general bookkeeping procedures and serve a three (3) year term.
- b. Shall undertake an annual audit of all financial records.
- c. Shall submit for Church approval the annual fiscal audit report at the January business meeting. The approved report shall be made a permanent part of the Church records.
- d. May not serve on the stewardship committee while serving on the audit committee.

2. Clerk or Assistant Clerk-

- a. Shall keep all records of the actions taken during regular or called business meetings.
- b. Shall submit to the church secretary a duplicate copy of the minutes of all business meetings within two (2) weeks after such meetings.
- c. Shall keep a register of the names of members, with the dates of admission, baptism, dismissal or death.
- d. Shall issue letters of dismissal approved by the Church.
- e. Shall keep a record of all weddings and funeral services held in the church.
- f. Shall send a letter of appreciation for special gifts to the Church.
- g. Shall prepare the Church Associational Annual Report and present it at the October business meeting.
- h. Shall serve as secretary of the Church Council meetings.

3. Constitution and Bylaws Committee

- a. Shall consist of three (3) to five (5) members for terms of three (3) years. Members may be re-elected for one term and then must rotate off the committee for at least one (1) year.
- b. Shall periodically review the constitution and bylaws and make recommendations for needed changes.
- c. Shall assist the church body in reviewing constitutional questions and interpreting the constitution and bylaws when asked.
- d. Shall keep the constitution and bylaws amendments up- to- date.

4. Historical Committee-

- a. Shall be composed of five (5) or more members.

- b. Shall update and maintain annually a historical record of the Church's progress and development.
- c. Shall maintain a file of each year's significant events with appropriate pictures and dates.
- d. Shall periodically publish a brief printed history of the Church and maintain sufficient copies for distribution to all new members.
- e. Shall provide the Church with significant aspect of its rich historical heritage as requested.

5. Nominating Committee

- a. Shall consist of a minimum of five (5) members and no more than seven (7).
- b. Shall be nominated and elected annually by the Church at its business meeting in October and shall take office January 1. Prior to the election of new members to the Nominating Committee, the Chairman shall notify the church of any member of the Nominating Committee desiring to succeed himself.
- c. Shall serve for one (1) year and no member can succeed himself for more than three years.
- d. Shall have the Sunday School director as an ex-officio member.
- e. Shall recommend persons for volunteer positions in Sunday School, church officers, and standing committees, which are elected by the Church.
- f. Shall submit its recommendations for approval at the July business meeting.
- g. Shall follow-up with each committee to ensure a chairperson has been designated and reflected in the Slate of Officers listing. Each functioning committee shall be responsible for submitting to the Nominating Committee a chairperson no later than November 1st.
- h. The chairperson of the existing Nominating Committee shall serve on the following year's committee, as an ex-officio member.

6. Staff Care Committee

- a. Shall consist of seven (7) members including one currently active member of the Stewardship committee and one (1) currently active deacon. All other member(s) shall serve a three (3) year term and stand down for at least one (1) year before serving on the committee again. No salaried employee or member of his/her immediate family shall serve on the Staff Care Committee.
- b. Shall study the needs for future personnel.
- c. Shall develop and keep current all position descriptions.
- d. Shall develop and maintain an organization chart and personnel policy.
- e. Shall locate, interview, and recommend to the Church all employed staff personnel, with the exception of the pastor.
- e. Shall develop and recommend salaries and benefits for employed personnel.
- f. Shall develop and recommend to the Church policies and procedures for employed personnel.
- g. Shall counsel with employees at least once a year concerning duties, working conditions, equipment, compensation, vacation, and other related matters.

- h. Shall serve jointly with the pastor and in consultation with other appropriate committees, whenever seeking staff members.
- i. No two family members shall serve at any one time. (Family is defined as parents, children, spouses, children's spouse)

7. Policies and Procedures Team (PPT)

- a. Shall consist of three (3) to seven (7) members elected for terms of three (3) years. Members may be re-elected for one term and then must rotate off the team for at least one (1) year.
- b. Shall maintain an up-to-date "*Manual of Policies and Procedures*," which will serve as a guideline of practice, procedure, and policy that are essential to implementing church functions in a logical and consistent manner.
- c. Shall include the duties/responsibilities for committees and volunteer positions in the church.

8. Scholarship Committee

- a. Shall consist of three (3) members (Minister of Youth/Associate Pastor and two (2) members—at-large).
- b. Shall not have a member of the family of an applicant on the committee. If the Minister of Youth/Associate Pastor is a relative, the pastor or designated deacon shall fill that position.
- c. Shall review all applications for final approval.
 - Applications shall be made available February 1 – March 31 of each year.
 - 1. Applications shall be received in the church office no later than April 1.
 - 2. Funds shall be disbursed equally among the applicants based on available funds with a \$500 maximum per applicant.
 - 3. Funds shall be disbursed only after a copy of a letter of acceptance has been received by the Scholarship Committee.
 - 4. Disbursement of funds can be made either to the institution of higher learning or to the applicant.

9. Trustee-

- a. Shall consist of three (3) to five (5) members.
- b. Shall hold in trust the Church property.
- c. Shall have no power to buy, sell, mortgage, lease, or transfer any property without a specific vote of the Church authorizing such action.
- d. Shall affix their signatures to the legal documents when the signatures of trustees are required.
- e. Shall assure adequate property and liability insurance coverage for the Church.
- f. Shall select at least one trustee to administer the Cemetery Fund.

Evangelism & Ministries Team

1. Children's Ministry Team

- a. Shall be composed of the Children's Ministry Director (See Staff Care Policy Handbook), Children's Music Coordinator, *Mid-Week Children's Program* Director, Sunday School children's Director, *(when we have people serving in these capacities)* Preschool Coordinator, VBS

Director/s, Royal Ambassadors Director, Girls in Acton Director, WOW (Worship Our Way) director, and two (2) members-at-large.

- b. Shall plan, coordinate, and implement age level appropriate program in a consistent and mutually supportive manner across all children's ministries of the church.

2. Discipleship Training Director

- a. Shall provide for and make available to church members one or more of the three types of training (new member training, member training, and leader training).
- b. Shall plan and evaluate the training ministry.
- c. Shall ensure that an accurate record keeping system is set up and maintained.
- d. Shall prepare reports for regular business meetings and provide necessary information for the annual church report.

3. Media/Library Staff

a. Church Media Library Director

- (1.) Shall select Media Library staff and coordinate their activities.
- (2.) Shall provide a support ministry in cooperation with all other ministries by making available the printed and audio/visual aids in the library.
- (3.) Shall establish procedures for operation of the Media Library and be responsible for the selection of materials according to the Church approved selection policy.
- (4.) Shall prepare an annual budget and make regular reports at the church business meetings.

b. Church Associate Media Library Director

- (1.) Shall assist director in all areas of media library ministry as needed.
- (2.) Shall participate in training programs.

c. Church Media Library Staff (a minimum of three members-at-large)

- (1.) Shall assist the Media Library director in carrying out the Media Library Ministry. The ministry is to provide and promote the use of wholesome media in teaching, reaching and growing persons by touching their lives through media.
- (2.) Shall assist in maintaining a Media Library to meet the needs of the various church programs, committees, activities, and church members.

4. New Member Team

- a. Shall consist of a minimum of three (3) members.
- b. Shall welcome the member into the Church family on the joining Sunday.

- c. Shall provide the new member with a choice of written packet or flash drive that will contain information about the church as well as offering envelopes or online giving information, and this may be given on the joining Sunday.
- d. Shall check with the new member each quarter for the first year to answer questions and help them acclimate into the fellowship of Second Branch Baptist Church.
- e. Shall update packet and flash drive so all information presented to new member will be current.

5. Outreach Director and Committee

- a. Shall work with the Sunday School director for planning, conducting, and evaluating efforts for reaching people for Christ through Sunday School enrollment.
- b. Shall work with the pastor and other general officers such as the VBS director to conduct outreach.
- c. Shall assist in enlistment and training of outreach workers.
- d. Shall oversee and participate in visitation and lead others to do so.

6. Recreation Director

- a. Shall plan recreational or sports activities to promote Christian fellowship among the church members and to provide outreach to the surrounding community.
- b. Shall maintain the sports and recreational equipment used by the Church.

7. Sunday School Department

a. Sunday School Director

- (1) Shall oversee all activities and personnel in the Sunday School Department.
- (2.) Shall submit a proposed annual budget to the Finance Committee.
- (3.) Shall maintain and use Sunday School records.
- (4.) Shall conduct quarterly and/or monthly meetings with teachers/workers.
- (5.) Should conduct meetings with teachers/workers as needed.
- (6.) Shall ensure that visitors are greeted and directed to the proper classes.
- (7.) Shall direct selection and use of curriculum materials and ensure they are available for all departments.
- (8.) Shall develop and support the outreach / evangelism program of the Sunday School.
- (9.) Shall work with and support the outreach/evangelism program of the Sunday School.
- (10.) Shall determine training needs of the workers.
- (11.) Shall give direction to planning, action plans, events emphasis, and projects.
- (12.) Shall evaluate the work of the Sunday School.

(13.) Shall recommend financial and physical needs of the Sunday School to the Church.

(14.) Shall report progress of the Sunday School to the Church.

b. Assistant Sunday School Director(s)

(1.) Shall assist the director as requested.

(2.) Shall assist the Sunday School secretary with ordering curriculum materials.

(3.) Shall survey all classrooms periodically for ways to upgrade classroom environment.

(4.) Shall perform duties of director in his absence

c. Sunday School Children's Director

(1.) Shall supervise the children's department grades K-5 and help parents and teachers work together.

(2.) Shall submit to the Sunday School director a proposed budget.

(3.) Shall purchase supplies, organize room assignments, and distribute literature in collaboration with the Sunday School director.

(4.) Shall work with the Sunday School director and Nominating Committee to ensure that teachers or workers are available to teach the children during Sunday School

(5.) Shall lead department teachers in ongoing outreach to prospects and members to reach parents and their children

(6.) Shall plan and conduct regular planning meetings and training opportunities.

(7.) Shall select an assistant, if needed, to aid in the performance of children's activities and duties.

d. Sunday School Preschool Coordinator

(1.) Shall supervise the preschool department through four years of age, and help parents and teachers work together.

(2.) Shall submit to the Sunday School director a proposed budget.

(3.) Shall purchase supplies, organize room assignments, and distribute literature in collaboration with the Sunday School director.

(4.) Shall work with the Sunday School director and Nominating Committee to ensure that teachers or workers are available to care for children during Sunday School.

(5.) Shall lead department teachers in ongoing outreach to prospects and members to reach parents and their preschoolers.

(6.) Shall plan and conduct regular planning meetings and training opportunities.

(7.) Shall work with the worship service preschool administrator to ensure effective transition between Sunday School and Worship Service.

(8.) Shall select an assistant, if needed, to aid in the performance of preschool activities and duties.

e. Sunday School Teachers

- (1.) Shall adequately prepare weekly lessons.
- (2.) Shall attend Sunday School faithfully as well as worship service.
- (3.) Shall maintain personal contact with class members.
- (4.) Shall attend teacher's meetings and conferences held by the Sunday School director and attend conferences and seminars conducted by State Baptist Board and Middle District Association.
- (5.) Shall notify the Sunday School director of the need for a substitute if unable to secure one on his or her own.
- (6.) Shall maintain a prospect file for their class with a duplicate copy furnished to the Sunday School director whenever possible.

f. Sunday School Secretary (*Currently being filled by the assistant*)

- (1.) Shall compile requests for Sunday School literature and other resources from the departments and give to the Sunday School director.
- (2.) Shall keep accurate Sunday School attendance records.
- (3.) Shall prepare quarterly and annual Sunday School attendance reports.
- (4.) Shall assist and train class secretaries in maintaining records.
- (5.) Shall record the minutes of the Sunday School teachers/workers meeting.

8. Vacation Bible School

a. VBS Director or Co-Directors

- (1.) Shall set the date of Vacation Bible School
- (2.) Shall obtain workers and directors for all departments.
- (3.) Shall obtain necessary literature and supplies.
- (4.) Shall inform workers of any clinic they may attend.
- (5.) Shall have at least one meeting with workers prior to Vacation Bible School.
- (6.) Shall be responsible for preparing and distributing publicity posters.
- (7.) Shall maintain daily attendance and offertory records.
- (8.) Shall plan commencement activities with the assistance of the pastor.

(9.) Shall file a financial report with the church treasurer at the conclusion of Vacation Bible School.

(10.) Shall prepare designated reports for the Baptist Board, a copy of which shall be given to the church clerk.

(11.) Shall provide a report of attendance and offertory totals at the regularly scheduled business meeting.

(12.) Shall submit a list of Sunday School prospects to the Sunday School director and pastor.

b. Assistant VBS Director

(1.) Shall assist the director as requested.

(2.) Shall perform the duties of the director in her absence.

9. Women's Ministry Director

a. Shall coordinate Women's Ministry activities and events with other team members.

b. Shall encourage participation inside and outside of the church membership.

c. Shall provide an annual report at the July business meeting.

10. Young Seniors Director

a. Shall promote Christian fellowship among church members and community individuals 50 years and older.

b. Shall support various church-sponsored activities and projects through giving their time and talents as well as possible financial support of specific projects.

Missions Teams

1. Baptist Men

a. Baptist Men's Director

(1). Shall lead officers in planning, coordinating, and evaluating the work of the organizations.

(2). Shall coordinate Baptist Men's activities with Mission Team Leader and Church Council.

(3). Shall encourage participation in the total work of the Church.

(4). Shall plan ways to enlist prospects in Baptist Men.

(5). Shall prepare quarterly and annual reports as required by the Church.

b. Age Level Leaders

- (1). Shall include age level leaders for Baptist Men, Royal Ambassadors – RA'S, Lads (grades 1-3), Crusaders (grades 4-6), and Challengers (grades 7-12).
- (2). Shall regularly report the progress of age-level work to their appropriate director.
- (3). Shall interpret and administer individual achievement plans.
- (4). Shall plan mission action projects.

2. Richmond Friends of the Homeless Coordinators-

- a. Shall plan the menu and publicize so everyone can participate with contributions.
- b. Shall coordinate the transportation and serving of the meal every fifth (5th) Monday.

3. WMU Director

- a. Shall recommend officers and organizations leaders as needed.
- b. Shall lead officers in planning, coordinating, and evaluating the work of the mission organizations.
- c. Shall encourage missions and the support of local and world missions through praying and giving.
- d. Shall coordinate WMU activities with other general officers of the Church thru the Church Council.
- e. Shall prepare quarterly and annual reports as required by the Church.

Age Level Leaders

- a. Shall include **age** level leaders for Women on Mission, Mission Friends (preschool), Girls in Action (grades 1-6), Acteens (grades 7-12), Youth on Mission (grades 7-12, coed), Children in Action (grades 1-6, coed), and Adults on Mission (coed).
- b. Shall regularly report the progress of age-level work to their appropriate director.
- c. Shall interpret and administer individual achievement plans.

Stewardship Team

1. Benevolent Committee

- a. Shall consist of the vice chairman of the board of deacons and one member at large.
- b. Shall review and recommend guidelines to the Church for the administration of the Benevolent Fund.
- c. Shall administer the Benevolent Fund according to *Church policy* to provide emergency relief for members of the Church and the Church community.
- d. Shall establish and maintain communications with the Associational mission's committee and other appropriate groups outside the Church.

2. Building and Grounds Committee

- a. Shall have minimum of five (5) members.
- b. Shall oversee all maintenance of church buildings, grounds and equipment (except musical instruments).
- c. Shall supervise any maintenance personnel.

3. Stewardship Committee

- a. Shall be composed of a minimum of five (5) members, the treasurer, assistant treasurer and financial record keeper.
- b. Shall be responsible for an audit of weekly contributions.
- c. Shall determine the bank(s) with which the Church shall handle its normal business.
- d. Shall handle the normal banking business of the Church including all deposits.
- e. Shall update the financial record of weekly receipts.
- f. Shall present a proposed annual budget at the July business meeting, using departmental and committee requests as a guide.
- g. Shall make necessary recommendations to the Church on financial conditions or needs.
- h. Shall not include members of the same family. (spouses, children, parents and children's spouses)
- i. Shall not include members of the paid church staff. (While serving as interim administrative assistant for the church, the Treasurer shall serve as an ex-officio member only). (Jan 2017)

4. Treasurer

- a. Shall maintain the financial records of the Church in an orderly manner in accordance with accepted accounting practices.
- b. Shall pay expenses incurred by the Church on a systematic basis.
- c. Shall prepare and present quarterly financial statements at business meetings.
- d. Shall prepare and present an annual financial statement at the October business meeting.
- e. Shall be a member of the Stewardship Committee. (While serving as interim administrative assistant for the church, shall serve as an ex-officio member only). (Jan 2017)
- f. Shall maintain, prepare, and submit payroll information as required by the federal and state governments.

5. Assistant Treasurer

- a. Shall assist the treasurer as requested.
- b. Shall perform the duties of the treasurer in his absence.

c. Shall be responsible for the acknowledgement of gifts in honor or memory of individuals to the appropriate family members.

6. Financial Record Keeper

a. Shall keep confidential records of individual contributions and issue an annual statement by February 1st of the following year.

b. Shall assign numbers to offering envelopes to be distributed to all church members.

Worship & Celebration Team

1. Baptism Committee

a. Shall consist of two (2) females and two (2) males.

b. Shall ensure the baptistery is filled with warm water for baptisms.

c. Shall keep baptismal robes and towels clean and in good repair.

d. Shall keep baptismal dressing room organized.

e. Shall assist the pastor and candidates, if needed.

2. Bereavement Team- "Love In Action"

(1). Shall consist of a coordinator, a member from each Adult Sunday School class as well as volunteers willing to prepare food, serve and clean up for meals/receptions held in the church fellowship hall for the family of church members who have lost a love one and would like a meal/reception following the funeral/memorial service.

(2). Shall work with the Kitchen committee chair/representative and the fellowship committee to host a meal/reception per the family's request.

(3). Shall serve as a contact for these events.

3. Deacons:

a. Duties

(1) Shall consist of a minimum of seven (7) active deacons.

(2) Shall be responsible for seeing that the worship and other ministries of the Church are continued, in the event the Church is without a pastor.

(3) Shall aid the pastor in performing his duties in worship, education, pastoral ministries, visitation, and proclamation of the Gospel in the Church and the community.

(4) Shall encourage and mentor those seeking to serve in the Deacon ministry.

(5) Shall elect a chairman before the beginning of the church year, who shall serve as moderator of business meetings in the absence of the church moderator.

b. Selection

(1) Qualifications

(a) Shall strive to meet the requirements given in I Timothy 3: 1-13 and those set forth by the Church Constitution and Bylaws.

(b) Shall have been a Christian for a period of three (3) years, a member of the Church for one (1) year, and attained the age of 21.

(2) Election

(a) A ballot of qualified persons shall be provided to the Church from which deacon candidates shall be selected.

(b) Church members shall select deacon candidates equal to the number required for the coming church year. There will also be a place on this ballot for any name to be entered as a write-in candidate.

(c) All ballots shall be returned to the Board of Deacons to establish a list of persons receiving the highest number of requests.

(d) Starting with the candidates receiving the highest number and working to the least requested candidate, each candidate shall be interviewed by the pastor and chairman of the Board of Deacons. Each candidate being considered must receive a minimum of 20% of the voting members present.

(3) Term of Service

(a) Shall serve as deacon as defined by the Church Constitution beginning with the new church year.

(b) Shall be selected for a term of three (3) years and no deacon shall be elected until one (1) year after the expiration of a preceding term.

(c) Deacon Emeritus

(1) All candidates provided continuous deacon service (20 years or more), performed exceptionally the duties of deacon, actively participated in church activities, (Wednesday night, Sunday School and worship, special services), and willingly accepted active deacon service each time asked with the exception of health reasons.

(2) Names shall be submitted in writing to the Board of Deacons, with reasons for nomination.

(3) Names may be submitted anytime throughout the church year on or before August 1.

(4) The Board of Deacons will review and present qualified candidate(s) to the church body at the October business meeting for approval of the title Deacon Emeritus. Their name would then be placed on the appropriate plaque. Because a name has been submitted to the Board of Deacons does not guarantee recommendation to the church.

Note: "Some churches confer the title "Deacon Emeritus" in recognition and honor for long-standing service. The term emeritus means that the deacon has retired from active position, usually when no longer physically able to carry out the duties of an active deacon." (From the book, Deacons: Servant Models in the Church, by Henry Webb.)

d. Honorary Deacon

(1) The Church at its discretion may elect Honorary Deacons who shall enjoy all the duties of regular deacons except the privilege of voting.

(2) Recommendations for Honorary Deacon shall be submitted to any active Deacon by August 1st. Submission of name(s) should include specific details as to why the person should be considered for

Honorary Deacon. All recommendations will be reviewed by the Deacon Board. If approved by the active Deacons, the name will then be brought to the Church at the October business meeting. Once approved by the Church, the name will be added to the appropriate plaque.

(3) The designation of Honorary Deacon could be considered for anyone who has exemplary service in the office of Deacon, but does not meet the qualifications of Deacon Emeritus.

4. Fellowship Committee

- a. Shall consist of a minimum of ten (10) members.
- b. Shall be responsible for the fellowship hall (with the exception of the beverage bar which is considered part of the kitchen)
- c. Shall be responsible for church-wide social events such as homecoming, Christmas church-wide social, Sunrise continental breakfast and other events scheduled by the church council.
- d. Shall supervise the use of the fellowship hall for rented events such as weddings, receptions, etc.
- e. Shall be responsible for the set-up of the fellowship hall for events as far as placement of tables/chairs and other needs of the group requesting use of the fellowship hall.
- f. Shall work with the kitchen committee for all events involving food service as a member of the kitchen committee must be present anytime the kitchen is being used.

Note: The chairperson of the fellowship committee will receive a copy of all the requests for use of the fellowship hall forms. The dates are cleared with the church secretary who will then pass the form on to the chairperson.

There are clean-up supplies in the furnace storage room for cleaning up the fellowship hall for all events held there; especially if the kitchen is not required and water and cleaners are unavailable.

5. Flower Committee

- a. Shall secure and/or coordinate floral arrangements for church services and special occasions.
- b. Shall decorate the church for Christmas and special programs upon request.
- c. Shall secure flowers for deceased members unless other requests are made by the family.

6. Kitchen

- a. Shall consist of at least seven (7) skilled members.
- b. Shall submit a budget request to the Stewardship committee following their guidelines.
- c. Shall maintain an inventory of glassware, plates, utensils, pots and pans, and paper products.
- d. Shall plan and supervise all food service events.
- e. Shall have a member present for supervision when any group is using the kitchen.
- f. Shall assist the Fellowship committee for church fellowships, receptions, etc., as required.

7. Hospitality Chairperson and Team

- a. Shall consist of welcome center workers, ushers and greeters
- b. Shall welcome guests and members before Sunday School, before the Worship Service and after the Worship Service
- c. Shall provide members of the Hospitality Team to assist with the offering collection
- d. Shall maintain follow up records of our guests
- e. Shall submit a budget to the Stewardship Team

8. Ministers

- a. Pastor
Refer to the Staff Care Manual for the job description
- b. Minister of Youth/Associate Pastor
Refer to the Staff Care Manual for the job description
- c. Minister of Music
Refer to the Staff Care Manual for the job description

9. Music

- a. Choir and Instrumental Music Director(s) (to include children, youth, hand bells, etc.)
 - (1) Shall coordinate all performances and programs in conjunction with the entire music ministry.
 - (2) Shall select age-appropriate Christian music and enrichment opportunities.
 - (3) Shall prepare attendance and progress reports and submit budget requests to the Music Committee.
 - (4) Shall obtain a substitute to lead rehearsals/performances when unable to be in attendance, notifying the respective director.
 - (5) Shall serve as a member of the music committee.
- b. Church Organist
Refer to the Staff Care Manual for the job description
- c. Church Pianist
Refer to the Staff Care Manual for the job description
- d. Music Committee
 - (1). Shall consist of all choir and instrumental music directors, organist, pianist, the president of the Executive Adult Choir Committee and two (2) members-at-large not affiliated with the music program.
 - (2). Shall assess the music needs of the Church and be responsible for the replacement or addition of musical instruments, choir robes, costumes, and other related equipment.
 - (3). Shall collaborate with the Music Director to coordinate the music programs for the year.

- (4). Shall plan and implement music enlistment and recognition programs.
- (5). Shall work with the Music Director to secure leaders for age level and instrumental music groups to be presented to the Nominating Committee.
- (6). Music Director with the budget preparation.

10. Production Management Team-(PMT)

- a. Shall consist of a chairperson, a co-chairperson and at least eight (8) other members. Due to the technical training required to perform the duties of this team, members are not required to step down.
- b. The Officers of the team shall serve a three (3) year term and rotate within the committee as new officers are elected from within the team. The Senior Pastor, Associate Pastor and Minister of Music (Director of Music Ministries) shall be ex-officio members of this team.
- c. The PMT chairperson shall be a member of the Music and Drama Teams.
- d. Shall coordinate with the Minister of Music (Director of Music Ministries) the preparation of an annual budget as scheduled by the Stewardship Committee.
- e. Shall maintain an inventory of all equipment.
- f. Shall operate the Sanctuary and Fellowship Hall sound, lighting and visual systems during regularly scheduled worship services, all special worship services, revivals, weddings, etc.
- g. Shall train team personnel to provide public address equipment as requested by church organizations.
- h. Shall be responsible for the installation and maintenance of all public address systems in the church buildings
- i. Shall be responsible for the purchase and care of the audio-visual equipment (including sound/public address systems), cameras, DVDs, VCRs, TVs, record players, portable "boom boxes", CD players, portable amplifiers, keyboards, computers, printers & printing equipment, copier equipment, Network (wireless and switches and internet access), the website and pod casting of sermons, lighting equipment and other production items owned by the church.
- j. shall direct use of all equipment and seek to promote a more effective ministry in the church by the use of visual aids for all weekly and special worship services and meetings in both the sanctuary and fellowship hall.
- k. The chairperson of the PMT shall provide a weekly, updated, calendar posting of team members assignment for upcoming worship services and events to the church office and web site.
- l. Shall setup and breakdown all sets (may be built by others) with regards to use of the production equipment for all types of services (to include weddings). This will be outlined, set up and operated by the PMT.
- m. Shall maintain, repair and replace as necessary, all equipment in the team's inventory.

11. Ushers-

- a. Shall enlist ushers for all worship services.
- b. Shall perform duties that are attentive to the needs of the pastor and congregation, such as
 - (1) greet and seat those attending the worship service,
 - (2) deliver bulletins,

- (3) lead in an offertory prayer and collect the offering, and
- (4) serve as parking lot attendants when necessary.

12. Wedding

- a. Shall consist of a chairman and at least four (4) other members, nominated by the Nominating Committee for election by the Church.
- b. Shall contact the bride and groom or designee to coordinate the event and use of the church facilities.
- c. Shall be present at the rehearsal and wedding the entire time the church is in use by the wedding party.
- d. Shall collect from the bride and groom the payments and distribute to the respective people.
- e. Shall assist the wedding director as requested; serving in this capacity if the bride requests.
- f. Shall submit an annual budget request as scheduled by the Stewardship committee.
- g. Shall maintain an inventory of wedding equipment to include candelabras, candles, etc.
- h. Shall unlock building(s) 30 minutes prior to rehearsal and 2 hours prior to ceremony unless a different time is requested.
- i. Shall have one member present during rehearsal and ceremony.
- j. Shall ensure that wedding party members have returned moved furniture to its original place and removed all trash and debris from sanctuary and dressing rooms.

13. Worship Service Preschool Coordinator-

- a. Shall oversee and organize the weekly worship service preschool workers for worship services, revivals, and special services as requested.
- b. Shall work with the Sunday School preschool coordinator to ensure an effective preschool ministry.
- c. Shall order and distribute extended session curriculum materials to preschool workers.

14. Moderator:

- a. Shall be elected annually to a one year renewable term.
- b. Shall preside at the business meetings of the church.
- c. Shall not be chairperson of any committee, a member of church council, or program area.
- d. In the absence of the Moderator, or when the business of the meeting shall require otherwise, the chairperson of the Deacons or another member of the church selected by the membership shall serve as Moderator.

