

# CHURCH MINISTRY GUIDELINES FOR COVE BAPTIST CHURCH

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Version 1.3

## What is a Church Ministry?

A Church Ministry, which also includes Church Teams, is any person, persons, program or organization of the Church, who or which, alone and/or together labors in love to accomplish the work of God here on earth. Each Church Ministry fulfills a unique need within the Church.

## What are Church Ministry Guidelines?

In order to function in an orderly and effective manner, the Church Ministries must operate under guidelines adopted and approved by the congregation.

These guidelines include but are not limited to descriptions outlining the purpose, authority, boundaries and responsibilities established to carry out a function of the church. Furthermore, these guidelines include processes and procedures for the efficient operation of each ministry and, consequently, the church as a whole.

These guidelines shall be maintained by the Church Secretary and a copy shall be on file at the church at all times.

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Organization in a church is structure designed to enable a congregation to make disciples, help members grow and develop spiritual power in their lives. Organization is a way to help people find a place and direction in their spiritual journey; it is the design for relating to each other effectively in order to do the Lord's work. When a congregation is organized and functioning properly, all efforts are focused on fulfilling the purpose of the church.

Based on the function of the church, administrative offices, programs and teams are developed. Each program or team exists for a specific purpose in the church's ministry. These shall be defined in the following sections.

## **CHURCH OFFICERS**

Church Officers fulfill not only needed duties for the congregation, but also serve in a legal capacity on behalf of the church. The Church Officers for Cove Baptist shall consist of the following offices:

- Church Clerk/Financial Secretary
- Church Secretary
- Moderator
- Treasurer
- Trustee

## Church Clerk

**Principal Function:** The Church Clerk is responsible for recording, processing and maintaining accurate records of all church business meeting transactions. This person is also responsible for all official church membership records and communication regarding membership. The Church Clerk is responsible to the church, supervised by the Pastor and works alongside the church staff.

### Summary of essential job functions

1. Coordinate with the Pastor, Church Officers, Ministry and Team Leaders to prepare the agenda for church business meeting(s), providing a final copy to the Moderator.
2. Provide the Church Secretary a copy of the final agenda to be distributed prior to the business meeting, providing updates as necessary to assure the final agenda includes all items to be discussed.
3. Present the minutes of the prior meeting(s) at each business meeting for official church approval.
4. Keep an accurate record (in the form of minutes) of all business transactions made and approved in church business meetings.
5. Prepare the minutes for distribution to the members prior to the next business meeting. Said minutes shall be forwarded to the Church Secretary for distribution. A typed copy or email of the business meeting minutes should be sent to the church staff members and moderator no later than one week following a business session.
6. Maintain legal files relating to the church.
7. Provide clerical assistance during the invitation period of the worship services for new members, rededications and other decisions.
8. Maintain accurate member records. This includes:
  - a. Adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer, inactivity, or death
  - b. Correcting records for change of address or phone number
  - c. Sending a memo as needed to all church personnel maintaining separate membership records to avoid incorrect information
9. Request letters of transfer from other churches for new members, forward letters to other churches requested by members and notify persons when their names are removed from the church roll for any reason other than transfer of membership by letter.
10. Coordinate with the Church Financial Secretary relating to church membership - Providing information on all new members and member updates for the purpose of maintaining the computer database.
11. Prepare the annual reports, submit for church approval, and send to appropriate offices.
12. Provide statistical data as requested.
13. Prepare and submit the annual budget request for the Church Clerk to the Finance Team
14. Assure that the Church Clerk operates within the approved budget.

### **Relationships**

1. Work with the Pastor, Moderator, Church Officers, Ministry and Team Leaders in preparation of agenda before meetings and in preparation of minutes after the meetings.
2. Work with the Church Secretary in distribution of agendas and minutes.
3. Work with appropriate church staff members in the handling of official correspondence with other organizations/churches in regard to membership and the annual report or other reports prepared by the Church Clerk.
4. Work with the Church Financial Secretary in maintaining the church membership database.
5. Work with the Trustees in preparation of legal documents.
6. Work with various staff members, church program leaders, and Team chairpersons in preparing the annual church report.
7. Provide necessary information about new members to the church officers, to the person in charge of new member orientation, and to program leaders so the new members can be enlisted in appropriate programs.
8. Serve as member of the Church Leadership Team.

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## Church Facility Scheduler

**Principal Function:** The Church Facility Scheduler is responsible for scheduling all activities and events for both the Cove Baptist facilities and the Cove Baptist ministries. The Church Facility Scheduler is responsible to the church, supervised by the Pastor and works alongside the church staff.

### Summary of essential job functions

1. Schedule all use of Cove Baptist Church facilities, to include but not limited to the Sanctuary, Fellowship Hall, Sunday School Rooms, etc.
2. Serve as a liaison for Cove Baptist Church to those persons in the community who wish to reserve area(s) for personal usage. This shall include issuance of guidelines and reservations forms, receipt and review of completed forms, coordination with appropriate church leaders relating to request, approving/disapproving requests, notification to requestor, coordination of on-call church leader, audio/video personnel and any other appropriate personnel, receipt of monies relating to reservation, submission of monies to Church Treasurer and coordination of payments to be made relative to the reservation (cleaning, audio/video, etc.)
3. Exercise tact, courtesy, and diplomacy in working with church leaders and outside individuals and groups requesting to use Cove Baptist facilities.
4. Preserve records and files relating to church usage/reservation for current and future usage.
5. Assure that the Guidelines for Usage of Church Facilities and related documents are updated as necessary to meet the needs of the church, following established church procedures.
6. Act as required in making decisions or taking any necessary action relating to church reservations, adhering to the approved guidelines in every situation.
7. Maintain the official church calendar. Coordinating with the web-site administrator to assure the on-line calendar is also updated.

### Relationships

1. Work with all Church Officers, Ministry and Team Leaders to schedule events and activities for the Church, and to assure that schedule is available to the Church Secretary for inclusion in the weekly bulletin.
2. Maintain these meetings/events on the Master Calendar for the Church.
3. Coordinate with the web master to assure the on-line calendar is up to date.
4. Coordinate scheduled usage of the church facilities as necessary with the Buildings and Grounds Committee, Hospitality Team Chair, Deacons and any other affected persons/ministries.
5. Serve as a member of the Church Leadership Team.
6. Work closely with the Pastor and other staff members.

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## **Church Financial Secretary**

**Principal Function:** The Church Financial Secretary is responsible for maintaining the financial records for the church to include both income and expenses, as well as preparation of the annual budget. In addition, this person is responsible for maintaining accurate records of individual member contributions. The Church Financial Secretary is responsible to the church, supervised by the Pastor and works alongside the church staff.

### **Summary of essential job functions**

1. Maintain legal files relating to the church financial transitions.
2. Maintain accurate member records, as well as visitor records as they relate to contributions. This includes:
  - a. Adding new names and pertinent information to the chronological membership roll and dropping other names as necessary through transfer, inactivity, or death
  - b. Correcting records for change of address or phone number
  - c. Maintaining visitor records relating to contributions
3. Post offerings weekly to individual records and the financial system.
4. Prepare annual statements of contributions for each contributor.
5. Maintain the computerized budgetary records and prepare monthly reports, as well as special reports as needed.
6. Prepare and submit the annual budget request for the Financial Secretary to the Finance Team
7. Assure that the Church Financial Secretary operates within the approved budget.
8. Provide statistical data as requested by the Finance Team or other staff members.

### **Relationships**

1. Work with the Church Secretary in distributing monthly financial reports.
2. Provide statistical information on the church membership as requested.
3. Work with the Trustees in preparation of legal documents.
4. Work with the Finance Team to receive the records, post and report member contributions.
5. Work with the Church Secretary in mailing or distributing member contribution reports.
6. Serve as resource person to the church staff, church program leaders, officers, and teams to provide needed statistical information about patterns of giving.
7. Maintain confidentiality about specific member contributions, except with approved persons.
8. Work with the Finance Team to receive the monthly expenditure records, post to the financial system and balance monthly.
9. Work with the Finance Team in the preparation and review of the annual budget.
10. Serve as member of the Church Leadership Team.

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## **Church Secretary**

**Principal Function:** The Church Secretary is responsible for performing general office work and business affairs of the church. The church secretary is responsible to the church, supervised by the Pastor and works alongside the church staff.

### **Summary of essential job functions**

1. Transcribe dictation or documentation using word processor i.e. Microsoft Office Suite.
2. Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports.
3. Review, open, and distribute mail; prepare routine answers without direction for approval and signature; answer routine letters in absence of the directed person.
4. Prepare and mail all official church correspondence.
5. Preserve records and files for current and future usage.
6. Act as required in making decisions or taking any necessary action not requiring approval.
7. Exercise tact, courtesy, and diplomacy in receiving callers, personal or telephone; keep calendar of appointments.
8. Maintain the official church calendar.
9. Notify committee members of meeting dates.
10. Edit and prepare bulletin copy.
11. Order literature and office supplies.
12. Monitor the administrative portion of the church budget and assure compliance with budgeted line items.
13. Coordinate with the church staff to prepare the annual administrative budget request for the Finance Committee's review.
14. Maintain personnel records on church staff personnel.
15. Maintain records of all property, facilities and equipment, to include insurance, warranties, repair history, etc.
16. Maintain an inventory of all items owned by the church.
17. Maintain a database of all visitors and provide this list to both the Pastor and the Growth and Outreach Team for follow-up.
18. Administer church adopted policies and procedures concerning the use of all church properties, facilities and equipment.
19. Serve as resource person to the Church Historian and or History Committee as requested. If no Historian or History Committee exists, the Church Secretary shall serve as the Historian.
20. Maintain Church web site and directory in the absence of a web master.

### **Relationships**

1. Work with the Church Clerk/Financial Secretary in preparation for business meetings and distribution of the minutes of the business meeting. .
2. Work with the Church Clerk/Financial Secretary in mailing or distributing member contribution reports.

3. Work with all Committee Chairs and Ministry Leaders to assure all meetings and activities are on the church calendar.
4. Work with the Chairman of the Ushers to ascertain the usher listing monthly or as needed.
5. Work with the Chairman of the Ushers to assure that New Visitor packets are available for distribution and to collect new visitor cards at the close of each service.
6. Work with Chairman of the Ushers to obtain the visitor cards collected at each service.
7. Work with the Chairman of the Building and Grounds Committee regarding records for repairs, inventories, etc.
8. Coordinate scheduled usage of the church facilities as necessary with the Buildings and Grounds Committee.
9. Work with the Finance Committee in the preparation of the annual Administrative Budget Request and continual monitoring of the budget.
10. Serve as a member of the Church Leadership Team.
11. Works closely with the Pastor and other staff members.

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## Moderator

**Principal Function:** The chief responsibility of the moderator is to prepare for and preside at church business meetings (both regular and called); that is, to coordinate and facilitate productive business meetings in an orderly efficient manner.

### Summary of essential job functions

1. Develop church business meeting agenda in cooperation with appropriate persons. Copies should be shared with church staff members, chairperson of deacons, and others included on the agenda prior to each session, if possible.
2. Help members stay informed and involved in church business by promoting attendance and participation in business meetings.
3. Preside over all church business meetings.
4. Clarify matters voted on; determine action and follow up as appropriate.
5. Evaluate each business session and its activities.

### Relationships

1. Work with the Church Clerk in preparation of the agenda before business meetings and in preparation of minutes after meetings.
2. Consult with church staff members, committee chairpersons, program directors, and other responsible persons in preparation on the business meeting agenda and in evaluation of each business session and its activities.
3. Follow up after each business meeting with responsible committee, officers, individuals, and others to ensure that decisions are executed.
4. Be in touch with as many members as possible to know the spirit and mood of the congregation.

### Tips for Moderator

1. Maintain a spirit of Christian love and fellowship while presiding by conducting meetings in an orderly manner. (The moderator must maintain a neutral position while presiding. If it is necessary to become personally involved in a debate on a question under consideration, ask an assistant to preside.)
2. Be familiar with prescribed parliamentary procedures. Help members understand parliamentary procedure without embarrassing them.
3. Insist that motions be stated and seconded before they are discussed.
4. Suggest that a member make a motion by stating: "I make a motion that ... ."
5. Call on the person who made the motion to discuss it first.
6. Encourage full and free debate. Lead members to talk through their disagreements.
7. Execute business with dispatch, making certain that all matters are clear and concise. Avoid wasting time on trivialities. Bring people with differing views and perspectives together in the bond of love.
8. Alternate discussions so as to bring out both sides of a question. A member who has not spoken should be given preference over one who has. Be fair and courteous with all.
9. Respect the minority. The minority has a right to be heard even though the majority must prevail.
10. Always take the affirmative vote first. Take the negative vote next; and always take it.

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## Treasurer

**Principal Function:** The chief responsibility of the Treasurer is the proper accounting and disbursement of church funds within policies established by the church for adequate financial control.

### Summary of essential job functions

1. Hold the check book/register for the church.
2. Issue checks in accordance with church policies and procedures, always verifying and maintaining supporting data.
3. Maintain a financial journal of all monies received and disbursed
4. Reconcile monthly bank statements and balance against financial journal.
5. Assure that the journal/checkbook balance against the church automated records.

### Relationships

1. Coordinate with the Financial Secretary to assure that the journal/checkbook balance against the church automated records.
2. Work with the Financial Team to research investment opportunities and make investment decisions regarding the church funds.
3. Keep church staff informed, through Church Council meetings, of any trends or changes in financial matters, i.e., contributions, expenditures, investments.

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## Trustee

**Principal Function:** The trustees serve as legal representatives in all transactions related to the church. They hold legal titles to the church property and they sign all documents related to the purchase, sale, mortgaging, or rental of church property after approval by the church in regular business session.

### Summary of essential job functions

1. Hold legal title to all church property (as required by state law) and act only as directed by the church in regular business session.
2. Sign all legal documents involving church property, upon direction by the church in regular business session.

### Relationships

1. Relate to appropriate civil officials in all legal matters involving the church.
2. Keep abreast of latest insurance and legal changes (innovations, programs, etc.), report such changes to the appropriate church leader, and advise the church staff and any teams concerning legal matters.
3. Counsel with appropriate church officers and teams in matters related to church properties.
4. Maintain all church legal documents in conjunction with the Church Clerk.
5. If qualified, serve as resource personnel to the church staff and church families in legal matters.
6. Report on legal issues related to the church as necessary and/or requested.
7. Serve on the Church Leadership Team.

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## **CHURCH MINISTRIES**

Church Ministries are programs designed to meet the needs of people in the congregation. They are designed according to ability and/or need level of participants. The Church Ministries for Cove Baptist shall consist of the following ministries:

- Children's Ministry
- Media/Library
- Men's Ministry
- Sunday School
- Women's Ministry
- Youth Ministry

## **Children's Ministry**

The Children's Ministry at Cove Baptist provides an opportunity for the children to fellowship and serve together in faith, love and unity. The mission is to teach them about Jesus Christ and help them to develop a relationship with Christ through prayer, fellowship, mission outreach and the study of the Scriptures. The Children's Ministry shall be organized and led by the Children's Ministry Director.

### **Children's Ministry Director**

**Principal Function:** The Children's Ministry Director shall lead the Children's Ministry in a manner to teach them about Jesus Christ and His saving grace in a fun-filled environment; to educate them in the Bible through Bible Stories and scripture memorization; to help them to grow into Christian young people.

#### **Summary of essential job functions**

1. Provide leadership and guidance in developing the children of the Church.
2. Research, choose and teach a Bible based curriculum.
3. Research, plan and organize mission projects for the Children's Ministry to reach and serve their Church and their community.
4. Plan social activities to build relationships among the children.
5. Prepare annual budget request to be presented to the Finance Team.
6. Administer Children's Ministry Budget.

#### **Relationships**

1. Works with the Finance Team in the preparation of the annual Children's Ministry Budget request and continual monitoring of the budget.
2. Serves on the Church Leadership Team.
3. Works closely with the Pastor and other staff members.

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## **Media/Library**

The Media/Library Ministry at Cove Baptist provides an opportunity for members of the congregation to grow in their Christian walk through the use of Christian media and library materials. In addition, the library provides a source of Christian entertainment through books and media. The Media/Library Director, with the voluntary assistance of members of the congregation, is responsible for the Library.

### **Media/Library Director**

**Principal Function:** The Media Library Director shall manage the church library in such a way that it serves as a tool to meet the educational and spiritual needs of the members of the congregation.

#### **Summary of essential job functions**

1. Catalog all audio and video materials and maintain a current database.
2. Supervise all processing of library materials checked out and returned.
3. Choose all library books, audio tapes, video tapes, CD's and DVD's based on sound Biblical teachings and principles.
4. Screen all donated materials based on sound Biblical teachings and principals prior to their processing into the inventory.
5. Repair, mend or discard, as appropriate, damaged materials.
6. Purchase supplies and furnishings as needed and in accordance with the approved library budget.
7. Perform annual inventory.
8. Promote usage of the library through bulletin boards, announcements, book weeks, etc.
9. Acknowledge donations to the church library.
10. Maintain statistical records.
11. Prepare and present monthly reports to the congregation.
12. Prepare annual report for the congregation.
13. Prepare annual budget request to be presented to the Finance Team.
14. Administer Library Budget.

#### **Relationships**

1. Work with the Church Clerk/Financial Secretary in regard to donations, as needed.
2. Work with the Church Clerk/Financial Secretary and Moderator in regard to monthly reports to be presented at the business meeting. .
3. Work with Church Staff and Ministry Leaders to meet their needs in regard to the library.
4. Work with the Finance Team in the preparation of the annual Library Budget Request and continual monitoring of the budget.
5. Works closely with the Pastor and other staff members.

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## **Men's Ministry**

The Men's Ministry at Cove Baptist provides an opportunity for the men to fellowship and serve together in faith, love and unity. Their mission is to be men who are committed to a deepening relationship with Christ through diligent prayer, fellowship, mission outreach and the study of the Scriptures; to pray together and support each other in becoming spiritually mature men, confident in their gifts and courageous in their words, so they can reach out in love to impact the church and community for Christ. The Men's Ministry shall be organized and led by the Men's Ministry Director.

### **Men's Ministry Director**

**Principal Function:** The Men's Ministry Director shall lead the Men's Ministry to in a manner to not only meet the spiritual needs of its member but more importantly to serve both the Church and the community through service projects and mission projects.

#### **Summary of essential job functions**

1. Research, plan and organize mission projects for the Men's Ministry to reach out into the community.
2. Research, plan and organize service projects to meet the needs of Cove Baptist Church.
3. Plan Bible Studies and Prayer Sessions for the Men's Ministry members.
4. Plan social activities to build relationships among the members.
5. Prepare and present monthly reports to the congregation.
6. Prepare annual budget request to be presented to the Finance Team.
7. Administer Men's Ministry Budget.

#### **Relationships**

1. Work with the Church Clerk/Financial Secretary and Moderator in regard to monthly reports to be presented at the business meeting. .
2. Work with Buildings and Grounds Chairman to assist in meeting the needs of the Church.
3. Work with the Finance Team in the preparation of the annual Men's Ministry Budget Request and continual monitoring of the budget.
4. Serve on the Church Leadership Team
5. Works closely with the Pastor and other staff members.

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## **Music Ministry**

The mission of Cove Baptist Church Music Ministry is to provide an opportunity for spiritual growth and inspiration through Christian music. Music shall be organized and led by the Music Director.

### **Music Director**

**Principal Function:** The Music Director shall organize and lead the Music Ministry to meet the needs of the congregation.

### **Summary of essential job functions**

1. Direct the planning, organizing and conducting of a music program to include choirs, vocal and/or instrumental ensembles as the needs of the congregation dictate.
2. Assist the pastor in planning all worship services.
3. Arrange and provide all music for worship services, special projects and church-related activities upon request.
4. Maintain all music materials, including hymnals, audio/video supplies, sound system, etc.
5. Assure that audio/video equipment is operational and provided as needed.
6. Prepare annual budget request to be presented to the Finance Team.
7. Administer Music Ministry Budget.

### **Relationships**

1. Work with the Church Secretary to assure information is provided weekly for the bulletin regarding congregational hymns and special music.
2. Work with the Finance Team in the preparation of the annual Music Ministry Budget Request and continual monitoring of the budget.
3. Work with the Church Leadership Team, as necessary.
4. Works closely with the Pastor and other staff members to meet the music needs of the church.

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## **Sunday School**

The mission of Cove Baptist Church Sunday School is to reach the community for Christ and grow strong Christians through effective Bible Study. Sunday School also provides an opportunity for small group fellowship and care giving among the members. Sunday School shall be organized and led by the Sunday School Director.

### **Sunday School Director**

**Principal Function:** The Sunday School Director shall organize and lead the Sunday School Ministry to meet the educational and spiritual needs of its members.

#### **Summary of essential job functions**

1. Research, plan and organize age specific Sunday School classes.
2. Assure that appropriate literature and supplies are available.
3. Maintain Sunday School records.
4. Prepare and present monthly reports to the congregation.
5. Prepare annual budget request to be presented to the Finance Team.
6. Administer Sunday School Budget.

#### **Relationships**

1. Work with the Church Clerk/Financial Secretary and Moderator in regard to monthly reports to be presented at the business meeting. .
2. Work with the Finance Team in the preparation of the annual Sunday School Budget Request and continual monitoring of the budget.
3. Serve on the Church Leadership Team.
4. Works closely with the Pastor and other staff members.

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## **Vacation Bible School**

Vacation Bible School is a short term mission project for Cove Baptist Church. It is both an multi-mission experience. It is an outreach ministry to bring Cove Baptist Church into the community, to draw new children and families in for a short, fun and faith-filled experience during the summer. Furthermore, it is an educational ministry to teach the participants about Jesus Christ and His love for them and it is an opportunity to learn about and experience the Plan of Salvation. Vacation Bible School is lead by the Vacation Bible School Director

### **Vacation Bible School Director**

**Principal Function:** The principal function of the Vacation Bible School Director is to plan, organize and lead the Vacation Bible Program.

#### **Summary of essential job functions**

1. Research, plan, organize and oversee the overall VBS program – to include choice of materials and activities, purchase of supplies, recruitment of workers and teachers, training and supervision of the programs offered.
2. Prepare and present final VBS report to the congregation.
3. Prepare annual budget request to be presented to the Finance Team.
4. Administer Vacation Bible School Budget.

#### **Relationships**

1. Work with the Pastor, Children's Program Director and Youth Director to meet the needs of the participants.
2. Work with Buildings and Grounds Chairman in regard to utilizing church facilities.
3. Work with the Finance Team in the preparation of the annual Vacation Bible School Budget Request and continual monitoring of the budget.

#### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## Women's Ministry

The Women's Ministry at Cove Baptist provides an opportunity for the ladies to fellowship and serve together in faith, love and unity. Their mission is to be women who are committed to a deepening relationship with Christ through diligent prayer, fellowship, mission outreach and the study of the Scriptures; to pray together and support each other in becoming spiritually mature women, confident in their gifts and courageous in their words, so they can reach out in love to impact the church and community for Christ. The Women's Ministry shall be organized and led by the Women's Ministry Director.

In the absence of a Hospitality and Decorating Team, the Women's Ministry shall assume this role.

### Women's Ministry Director

**Principal Function:** The Women's Ministry Director shall lead the Women's Ministry to in a manner to not only meet the spiritual needs of its member but more importantly to serve both the Church and the community through service projects and mission projects.

#### Summary of essential job functions

1. Research, plan and organize mission projects for the Women's Ministry to reach out into the community.
2. Research, plan and organize service projects to meet the needs of Cove Baptist Church.
3. Plan Bible Studies and Prayer Sessions for the Women's Ministry members.
4. Plan social activities to build relationships among the Women's Ministry members.
5. Prepare and present monthly reports to the congregation.
6. Prepare annual budget request to be presented to the Finance Team.
7. Administer Women's Ministry Budget.

#### Relationships

1. Work with the Church Clerk/Financial Secretary and Moderator in regard to monthly reports to be presented at the business meeting. .
2. Work with the Finance Team in the preparation of the annual Women's Ministry Budget request and continual monitoring of the budget.
3. Serve on the Church Leadership Team.
4. Works closely with the Pastor and other staff members.

#### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## **Youth Ministry**

The Youth Ministry at Cove Baptist provides an opportunity for the youth to fellowship and serve together in faith, love and unity. Their mission is to be young people who are committed to a deepening relationship with Christ through diligent prayer, fellowship, mission outreach and the study of the Scriptures; to pray together and support each other in becoming spiritually mature young people, confident in their gifts and courageous in their words, so they can reach out in love to impact the church and community for Christ. The Youth Ministry shall be organized and led by the Youth Ministry Director.

### **Youth Minister**

Principal Function: The Youth Ministry Director shall lead the Youth Ministry to in a manner to not only meet the spiritual needs of its member but more importantly to serve both the Church and the community through service projects and mission projects.

#### Summary of essential job functions

1. Provide leadership and guidance in developing the future leaders of the Church.
2. Research, plan and organize mission projects for the Youth Ministry to reach out into the community.
3. Research, plan and organize service projects to meet the needs of Cove Baptist Church.
4. Plan social activities to build relationships among the youth..
5. Prepare annual budget request to be presented to the Finance Team.
6. Administer Youth Ministry Budget.

### **Relationships**

1. Work with the Finance Team in the preparation of the annual Youth Ministry Budget request and continual monitoring of the budget.
2. Serve on the Church Leadership Team
3. Works closely with the Pastor and other staff members.

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

## Church Leadership Team

**Principal Function:** The principal function of the Church Leadership Team is to serve as a forum for the church's leaders to unify the church's efforts, planning, coordination, conducting and evaluation of the total work of the church.

**Method of Election:** Church leaders become members of the Leadership Team as a result of election to designated positions.

**Term of Office:** Corresponds to term of office in church-elected position.

**Membership:** As established –

Pastor (Shall serve as the Chairperson)

Associate Pastor(s)

Church Staff – Church Clerk, Church Secretary, Trustees

Program Directors -(Children's Ministry Director, Discipleship Training Director, Men's Ministry Director, Sunday School Director, Women's Ministry Director, Youth Ministry Director),

Chairman of the Deacons

Finance Team Chairperson

Nominating Team Chairperson

Buildings & Grounds Team Chairperson

Other Team Chairpersons shall be asked to attend as needed.

**Meetings:** The Church Leadership Team shall meet at least quarterly or as necessary to assure the church is lead with a unified program.

### Duties and Responsibilities:

1. Help the church understand its mission and define its priorities.
2. Coordinate the efforts of all Ministries.
3. Coordinate studies of church and community needs.
4. Recommend to the church coordinated plans for evangelism, missions, Christian development, worship, stewardship and ministry.
5. Coordinate the church's schedule of activities, special events and use of facilities.
6. Evaluate progress and the priority use of church resources.



## **CHURCH TEAMS**

Church Teams exist to plan, coordinate, implement and evaluate the work assigned to them by the church. There are two types of teams: standing teams and ad hoc teams.

The members of all teams (standing and ad hoc) shall be recommended by the Nominating Team and elected by the church. All teams shall report back to the church at regular business meetings.

## Duties

### Duties of a Team Member

- 1) Know the purpose, duties and members of the Team.
- 2) Be present and on time for meetings.
- 3) Participate in discussions.
- 4) Contribute to the planning and achievement of activities and projects.
- 5) Accept responsibility for an assignment or task.
- 6) Complete assignments as agreed upon.
- 7) Keep the Team Chairperson informed about progress of assignments.
- 8) Report on assignments at Team meetings.

### Duties of a Team Chairperson

- 1) Know the purpose, duties and members of the Team.
- 2) Familiarize yourself with the Team budget, if applicable.
- 3) Oversee expenditures and monitor the status of the Team budget.
- 4) Present requests for non-budgeted expenditures to the Finance Team for review and approval.
- 5) Coordinate with the Team to prepare the annual Team budget request, if applicable, for the Finance Team's review.
- 6) Serve as an ex officio member of the Church Leadership Team, if applicable; or attend these meetings as requested.
- 7) Schedule regular meetings as outlined in the Team's guidelines.
- 8) Advise the Church Secretary of all Team meetings so they can be listed on the official Church Calendar.
- 9) Lead the Team meetings, involving every member.
- 10) Plan an agenda for every Team meeting.
  - i. Each meeting should have a purpose.
  - ii. Each meeting should have an agenda.
  - iii. Each meeting should have a plan for resources for the task at hand.
  - iv. Each meeting should have a follow up plan.
  - v. Each meeting should be reported.
- 11) Assign each Team member a responsibility or an area of responsibility.
- 12) Report this division of responsibility to the Church Clerk so that this can be conveyed to the congregation, as appropriate.
- 13) Report the Team's actions, as appropriate, to the Church Leadership Team and/or at the Church business meeting.
- 14) All reports requiring major recommendations or major decisions by the church, should first be brought before the Church Leadership Team for review and/or response prior to being brought before to the business meeting.
- 15) Collaborate, as necessary, with church staff, officers, program directors, other Teams and/or the Church Leadership Team, to assure that the Team efficiently and effectively fulfills their purpose within the organization of the church.

## **Standing Teams:**

The work of standing church teams revolves primarily around the needs of the church to maintain the best of what currently exists. They give attention to maintaining, operating and stabilizing already-existing ministries and programs that are ongoing.

The Standing Church Teams for Cove Baptist shall consist of the following teams:

- Benevolence Team
- Building and Grounds Team
- Decorating Team
- Finance Team
- Hospitality Team
- Growth and Outreach Team
- Nominating Team
- Property & Housing Search Team
- Security Team
- Usher Team
- Welcoming Team

## **Benevolence Team**

**Principal Function:** The Benevolence Team's principal function is to meet the physical and emotional needs of the congregation and the community in time of need through the guidelines established and approved by the congregation. This shall include but not be limited to providing flowers, cards and meals during times of bereavement. This Team may also be called upon to coordinate charitable efforts regarding unique and individual situations.

**Membership:** The Benevolence Team shall consist of no less than three and no more than seven voting members. The Pastor shall serve, in addition to the at large members, in a non-voting advisory capacity on the Team. The at-large Team members shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation. The Team Chairperson shall be responsible for preparation and management of the budget.

**Meetings:** The Benevolence Team shall meet at least quarterly or as necessary to meet the needs of the congregation and the community.

### **Guidelines:**

#### **Sickness & Deaths:**

- a. Flowers shall be sent in the event of a death or hospital stay for our church family.
- b. A meal or food shall be prepared in the event of the loss of any of our church family.
- c. The Benevolence team shall provide for the delivery of floral arrangements for funeral and hospital stays.

#### **Other:**

- a. The Benevolence Team shall evaluate needs, brought to their attention by the congregation.
- b. The Benevolence Team shall upon evaluation of each situation determine how the church can best minister to the needs of the individuals involved, whether this be through acts of service or acts of charity.
- c. Acts of charity shall adhere to the following guidelines:
  - i. Monies shall not be given directly to an individual.
  - ii. Monetary assistance shall not exceed \$500 per person/family/instance – except in rare situations where the Benevolence Team Chair, the Financial Secretary and the Church Treasurer are in agreement that it is in the best interest of the individuals involved and Cove Baptist Church to allow an exception.
  - iii. Receipts and records shall be maintained and turned over to the Treasurer at the close of the church year to be stored securely with all church financial records.
  - iv. All benevolence efforts of this nature are to be kept strictly confidential.
  - v. Finance Committee shall review and approve all acts of charity.

### **Relationships and Responsibilities**

**1. With Church Leadership Team**

- a. **Team Chairperson** shall attend Church Leadership Team meetings when requested.

**2. With Church Officers**

- a. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- b. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.
- c. **Team Chairperson** shall coordinate with the Church Clerk to determine church membership.
- d. **Team Chairperson** shall coordinate with the Church Treasurer for approval of acts of charity.

**3. With Church Staff**

- a. At least one church staff minister serves as staff advisor and consultant on the Benevolence Team.

**4. With Church Business Meeting**

- a. Makes periodic reports on the work of the Benevolence Team.
- b. Answers questions about the work of the Benevolence Team.

**5. Other**

Monitor needs of the community, as well as the congregation, and make decisions based on approved guidelines concerning ministering to the unique and individual needs as they arise.

## **Building and Grounds Team**

**Principal Function:** The Buildings and Grounds Team's principal function is to assist the church in the care of all properties and buildings; to assure that the buildings and grounds are kept clean, sanitary, safe and in good repair and appearance.

**Membership:** The Buildings and Grounds Team shall consist of no less than three and no more than seven voting members. The Pastor shall serve, in addition to the elected members, in a non-voting advisory capacity on the Team. The at-large Team members shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation. The Team Chairperson shall be responsible for preparation and management of the budget.

**Meetings:** The Buildings and Grounds Team shall meet at least quarterly or as necessary to assure their responsibilities to the church are handled efficiently and effectively.

### **Relationships and Responsibilities**

#### **1. With Church Leadership Team**

- a. **Team Chairperson** shall attend Church Leadership Team meetings when requested.

#### **2. With Teams/Program Directors/Ministry Leaders**

- a. Presents an annual budget proposal to the Finance Team.
- b. Works with Ministry Leaders/Program Directors/Teams regarding matters that may relate to the Buildings and Grounds Team.
- c. Coordinate with Ministry Leaders/Program Directors/Teams to assist them in preparing the buildings and grounds for special activities and events.
- d. Consults with Ministry and Program Leaders to review their needs for space and furnishings.
- e. Assist the Hospitality and Decorating Committee with seasonal decorations and set-up/clean-up of events and activities.
- f. Coordinates purchasing requirements with the Chairperson of the Finance Team.

#### **3. With Church Officers**

- a. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings, as needed.
- b. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.

#### **4. With Church Staff**

- a. Consults with church staff member(s) to review their needs for space and furnishings.
- b. At least one church staff minister serves as staff advisor and consultant on the Buildings and Grounds Team.

#### **5. With Church Business Meeting**

- a. Makes periodic reports on the work of the Buildings and Grounds Team.
- b. Answers questions about the work of the Buildings and Grounds Team.
- c. Develops and recommends policies and procedures regarding buildings and grounds usage and maintenance guidelines.

**6. Other**

- a. The Buildings and Grounds Team shall coordinate volunteers to assure that the landscaping and lawn care is performed as needed.
- b. The Buildings and Grounds Team shall assure that all lawn equipment is properly maintained and supplies are available.
- c. The Building and Grounds Team shall coordinate volunteers to assure that the janitorial tasks are performed as needed and that an adequate supply of paper products (tissue, paper towels and facial tissue) and janitorial supplies is available at all times.
- d. The Building and Grounds Team shall coordinate with the Hospitality and Decorating Team to assure that an adequate supply of kitchen products (plates, cups, napkins, coffee products, etc.) is available at all times.
- e. The Buildings and Grounds Team shall regularly inspect the buildings and grounds to assure that all aspects are adequately maintained.
- f. A member of the Buildings and Grounds Team shall serve as the liaison with the Landlord for all matters involving the rental properly.
- g. The Buildings and Grounds Team shall be responsible for assuring that the overall facility is aesthetically pleasing and presents an image of reverence and worship. The Team shall approve and/or assist with any painting, wall decorations, wall hangings, etc. .
- h. The Buildings and Grounds Team shall ensure that the sanctuary and grounds are properly prepared for all worship services.

## Decorating Team

**Principal Function:** The Decorating Team's principal function is to assure that the church building and grounds are decorated in a manner to provide an aesthetically pleasing, spiritual environment. This team shall approve any changes to the décor of the building - this includes but is not limited to furniture and wall hangings throughout the facility. This Team may also be called upon to coordinate efforts regarding unique and individual situations.

**Membership:** The Decorating Team shall consist of no less than three and no more than five voting members. The Pastor shall serve, in addition to the at large members, in a non-voting advisory capacity on the Team. The at-large Team members shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation. The Team Chairperson shall be responsible for preparation and management of the budget.

**Meetings:** The Decorating Team shall meet at least quarterly or as necessary to meet the needs of the congregation and the community.

### Relationships and Responsibilities

#### 1. With Church Leadership Team

- a. **Team Chairperson** shall attend Church Leadership Team meetings when requested.

#### 2. With Church Officers

- a. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- b. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.
- c. **Team Chairperson** shall be responsible for the preparation and management of the decorating budget.

#### 3. With Church Staff

- a. At least one church staff minister serves as staff advisor and consultant on the Decorating Team.

#### 4. With Church Business Meeting

- a. Makes periodic reports relating to the work of the Decorating Team.
- b. Answers questions about the work of the Decorating Team.



**5. Other**

- a. Maintain appearance and décor in the sanctuary, vestibule(s), foyer(s) and restrooms.
- b. Although not responsible for event decorating within the fellowship hall, the Decorating Team shall approve all aesthetic improvements to said area.
- c. Maintain the vestibule/lobby furnishings with appropriate/seasonal theme.
- d. Plan and coordinate the placement of memorial flowers, when appropriate.
- e. Approve all décor and aesthetic improvements in classrooms and hallways.
- f. Coordinate all decorating plans with the Building and Grounds Team Chairperson to assure adherence to usage guidelines and to enlist assistance when needed.
- g. Review and approve all Decorating Team expenditures, submitting those expenses with appropriate documentation to the Church Treasurer.
- h. Assure that the Decorating Team operates within the approved budget.

## Finance Team

**Principal Function:** The Finance Team's principal function is to lead the church in budget planning and administration and promote stewardship by developing in church members an understanding of and commitment to the Biblical teachings of stewardship. This Team is responsible for preparing and presenting a budget to the church no later than the June business meeting to be reviewed, revised (if necessary) and approved by the congregation no later than July 31. In addition, they shall oversee the receipt and disbursement of church funds within the policies established by the church, in the absence of a church treasurer.

**Membership:** The Finance Team shall consist of no less than three and no more than five voting members, which includes the Financial Secretary and Treasurer (upon establishment), as ex-officio members. The Pastor shall serve, in addition to the three to five voting members, in a non-voting advisory capacity on the Team. The at-large Team member(s) shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation.

**Meetings:** The Finance Team shall meet at least quarterly or as necessary to review non-budgeted purchasing requests and the financial matters of the church efficiently and effectively.

### Relationships and Responsibilities

#### 1. With Church Leadership Team

- a. **Team Chairperson** serves as a member of the Leadership Team.

#### 2. With Teams/Program Directors/Ministry Leaders

- a. Assures that Team Chairpersons are familiar with their budget allocations by line item and review with them periodically their budget status.
- b. Consults with the chairperson of each Team/ministry annually to determine financial resources needed by each Team for its work during the upcoming year.

#### 3. With Church Officers

- a. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- b. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.

#### 4. With Church Staff

- a. Consults with the appropriate church staff member(s) in the planning, promotion, subscription and administration of the church budget.
- b. At least one church staff minister serves as staff advisor and consultant on the Finance Team.

#### 5. With Church Business Meeting

- a. Makes periodic reports on the work of the Finance Team.
- b. Answers questions about the work of the Finance Team.
- c. Develops and recommends financial policies and procedures to be practiced by the church.
- d. Reviews and makes recommendations concerning proposed expenditures not approved in the current budget.
- e. Develops and recommends an annual church budget.
- f. Periodically reviews the status of the budget and make any necessary recommendations to the church for amendment of the budget.

**6. Other**

- a. No less than two members of the Finance Team shall count the tithes and offerings, prepare the summary record, deposit slip and assure that the funds are deposited immediately.
- b. The summary sheet and the individual offering envelopes shall be furnished to the Church Clerk/Financial Secretary for posting and balancing. Upon completion of which, these documents shall be returned along with a Weekly Contribution Report to the **Team Chairperson** for storage.
- c. The **Team Chairperson** shall be responsible for monitoring the cash flow of the church. In addition to chairing the Finance Team. In the absence of a Church Treasurer, he/she shall hold the following responsibilities:
  - i. Hold the check book/register for the church
  - ii. Issue checks in accordance with church policies and procedures, always verifying and maintaining supporting data.
  - iii. Maintain a financial journal of all monies received and disbursed
  - iv. Reconcile monthly bank statements and balance against financial journal.
  - v. Coordinate with the Financial Secretary to assure that the journal/checkbook balance against the church automated records.
  - vi. Work with the Financial Team to research investment opportunities and make investment decisions regarding the church funds.
  - vii. Keep church staff informed, through Church Council meetings, of any trends or changes in financial matters, i.e., contributions, expenditures, investments.
- d. Discover ways to promote education of and commitment to the Biblical teachings of stewardship and convey these to the congregation.

## Growth and Outreach Team

**Principal Function:** The Growth and Outreach Team's principal function is to plan and implement ministries and activities that attend to the unchurched, inactives, and new residents of the community and promote growth within Cove Baptist Church.

**Membership:** The Growth and Outreach Team shall consist of no less than three and no more than five active members. The Pastor shall serve, in addition to the at large members, in a non-voting advisory capacity on the Team. The at-large Team members shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation. The Team Chairperson shall be responsible for preparation and management of the budget. Members of the congregation may be enlisted to assist with outreach efforts.

**Meetings:** The Growth and Outreach Team shall meet at least quarterly or as necessary to meet the needs of the congregation and the community.

### Relationships and Responsibilities

1. **With Church Leadership Team**
  - a. **Team Chairperson** shall attend Church Leadership Team meetings when requested.
2. **With Church Officers**
  - a. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings.
  - b. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.
3. **With Church Staff**
  - a. At least one church staff minister serves as staff advisor and consultant on the Hospitality and Decorating Team.
4. **With Church Business Meeting**
  - a. Makes periodic reports on the work of the Growth and Outreach Team.
  - b. Answers questions about the work of the Growth and Outreach Team.
5. **Other**
  - a. Promote visitor follow-up.
  - b. Plan and coordinate outreach activities.
  - c. Promote activities that foster a greater awareness of Cove Baptist Church in the community.

## Hospitality Team

**Principal Function:** The Hospitality Team's principal function is to meet the fellowship needs of the congregation through church wide fellowship meals and activities. This Team may also be called upon to coordinate efforts regarding unique and individual situations.

**Membership:** The Hospitality Team shall consist of no less than three and no more than five voting members. The Pastor shall serve, in addition to the at large members, in a non-voting advisory capacity on the Team. The at-large Team members shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation. The Team Chairperson shall be responsible for preparation and management of the budget.

**Meetings:** The Hospitality Team shall meet at least quarterly or as necessary to meet the needs of the congregation and the community.

### Relationships and Responsibilities

#### 1. With Church Leadership Team

- a. **Team Chairperson** shall attend Church Leadership Team meetings when requested.

#### 2. With Church Officers

- a. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- b. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.
- c. **Team Chairperson** shall be one of the points of contact for the Facility Scheduler in regard to all uses of the church fellowship hall. This person shall work with the Facility Scheduler and Deacon on Call to assure that all facility usages by outside persons/groups are coordinated with the person reserving the facility.

#### 3. With Church Staff

- a. At least one church staff minister serves as staff advisor and consultant on the Hospitality Team.

#### 4. With Church Business Meeting

- a. Makes periodic reports on the work of the Hospitality Team.
- b. Answers questions about the work of the Hospitality Team.

**5. Other**

- a. Maintain all aspects of the fellowship hall and kitchen area in a clean and orderly condition, to include but not limited to furnishings, appliances, supplies and equipment.
- b. Coordinate with the Building and Grounds Team to assure that all furnishings and appliances are maintained in good working condition.
- c. Coordinate with the Facility Scheduler to confirm availability of church fellowship hall for all activities planned by the Hospitality Team, as well as confirming availability for usages requested by other ministries and outside groups.
- d. Plan and coordinate at least one church-wide fellowship activity per quarter.
- e. Plan and coordinate Church Anniversary/Homecoming activities.
- f. Decorate the interior of the fellowship hall as appropriate for church-wide activities/events.
- g. Coordinate with Ministry Leaders to decorate and/or provide church owned decorations for individual ministry events. Note that these ministries are responsible for any costs related to said event decorations.
- h. Coordinate all fellowship activities with the Building and Grounds Team Chairperson to assure adherence to usage guidelines and to enlist assistance with set up and breakdown of tables/chairs.
- i. Review all aesthetic decorating plans with the Decorating Team Chairperson and Building and Grounds Team Chairperson to assure adherence to usage guidelines and enlist assistance as necessary.
- j. Establish sub-teams annually to assist in areas such as set-up, clean-up, serving and decorating for church fellowship events. These sub-teams shall serve under the direction of the Hospitality Team Chairperson (or another designated Decorating Team member) and are not voting members of the church-approved Hospitality Team.
- k. The Team Chairperson shall be responsible for preparation and management of the budget. Review and approve all Hospitality Team expenditures, submitting those expenses with appropriate documentation to the Church Treasurer.
- l. Assure that the Hospitality Team operates within the approved budget.

## Nominating Team

**Principal Function:** The Nominating Team's principal function is to lead the church in securing staff for all church-elected leadership positions filled by volunteers and to approve all volunteer workers before they are nominated to serve in church-elected positions.

The Senior Pastor shall present the nominees for the Nominating Team at the April business meeting for approval by the congregation. This allows adequate time for the Nominating Team to secure the nominees to fill the Church Leadership positions for the upcoming year.

**Membership:** The Nominating Team shall consist of no less than three and no more than five voting members, which includes the Sunday School Director and Discipleship Training Director, as ex-officio members. The Pastor shall serve, in addition to the three to five members, in a non-voting advisory capacity on the Team. The at-large Team member(s) shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation.

Upon finalization of the new slate of Church Officers/Ministry Leaders, the newly elected Sunday School Director and Discipleship Training Director shall assume their roles on the Nominating Committee for the upcoming church year.

**Meetings:** The Nominating Team shall meet at least quarterly or as necessary to review the staffing needs of the church.

### Relationships and Responsibilities

#### 1. With Church Leadership Team

- a. **Team Chairperson** serves as a member of the Church Leadership Team.

#### 2. With Teams/Program Directors/Ministry Leaders

- a. Study the work responsibilities of all Teams, Program Directors and Ministry Leaders to understand the scope of their work.
- b. Contact and enlist all Team Chairpersons, Program Directors and Ministry Leaders prior to presentation for election.
- c. Provide the Team Chairpersons, Program Directors & Ministry Leaders a copy of their Guidelines.
- d. Counsel with Team Chairpersons, Program Directors and Ministry Leaders to determine present and/or future staffing needs.
- e. Contact and enlist all nominees for Teams, Programs and Ministries prior to their presentation for election.

#### 3. With Church Officers

- a. Study the work responsibilities of all church officers to understand their scope of work.
- b. Contact and enlist all church officer nominees prior to presentation for election.
- c. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- d. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.

#### 4. With Church Staff

- a. Consults with the appropriate church staff member(s) in the planning, promotion, subscription and administration of the church budget.
- b. Counsel with Church Staff to determine present and/or future staffing needs.
- c. Work closely with staff members in discovering potential leaders.

- d. At least one church staff minister serves as staff advisor and consultant on the Nominating Team.

(Nominating Team cont.)

**5. With Church Business Meeting**

- a. Makes periodic reports on the work of the Nominating Team.
- b. Answers questions about the work of the Nominating Team.
- c. Designate chairperson for each standing team annually.
- d. Designate chairperson for each special and/or Ad Hoc Team annually, if necessary.
- e. Recommend all members of every standing team.
- f. Recommend all members of every special and/or Ad Hoc Team.
- g. Recommend all deacons or related groups.
- h. Recommend all church-elected leadership for programs such as Sunday School, Discipleship Training, Missions, Music Ministry, etc.
- i. Recommend all church officers.
- j. Nominating Team shall submit their nominees for leadership positions and offices at the June Business meeting to allow time for review before the vote at the July meeting.

**6. Other**

- a. When deemed necessary, the Nominating Team shall advise the Church Leadership Team of the need for new Teams, Programs, Ministries and Officers to allow for consideration and formation of a job description/purpose statement if deemed appropriate.



## Property and Housing Search Team

**Principal Function:** The Property & Housing Search Team's principal function is to locate and investigate potential sites (both buildings and properties) that would meet the changing needs of Cove Baptist Church.

**Membership:** The Property & Housing Search Team shall consist of no less than three and no more than five voting members. The Pastor shall serve, in addition to the at large members, in a non-voting advisory capacity on the Team. The at-large Team members shall serve three-year terms, rotating off the Team in sequential order. Members may succeed themselves at the recommendation of the Nominating Team and approval of the congregation. The Team Chairperson shall be responsible for preparation and management of the budget.

**Meetings:** The Property & Housing Search Team shall meet at least quarterly or as necessary to meet the needs of the congregation.

### Relationships and Responsibilities

#### 1. With Church Leadership Team

- a. **Team Chairperson** shall attend Church Leadership Team meetings when requested.

#### 2. With Church Officers

- a. **Team Chairperson** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- b. **Team Chairperson** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.

#### 3. With Church Staff

- a. At least one church staff minister serves as staff advisor and consultant on the Property & Housing Search Team.

#### 4. With Church Business Meeting

- a. Makes periodic reports on the work of the Property & Housing Search.
- b. Answers questions about the work of the Property & Housing Search.

#### 5. Other

- a. Be alert to buildings and properties in the area that become available for rental and/or purchase.
- b. Investigate these opportunities, meet with realtors, contact owners, etc. and evaluate their feasibility.

## Usher Team

**Principal Function:** The Usher Team is a front-line service ministry focused on the needs of those attending services and activities at Cove Baptist Church. The principal function of the Usher Team is to greet the members and visitors as they enter the sanctuary and assure they are provided with the information they need to make their worship experience a pleasant one. Furthermore, they assist during the service with the collection of the tithes and offerings and as needed.

**Membership:** The Usher Team shall consist of no less than four (4) members. The Pastor shall serve in a non-voting advisory capacity within the ministry. The ushers shall volunteer or be recruited to serve by the Chairman of the Ushers.

**Meetings:** The Ushers shall meet at least annually, at the beginning of the church year, for training and orientation.

### Relationships and Responsibilities

#### 1. With Church Leadership Team:

- a. **Chairman of the Ushers** shall attend Church Leadership Team meetings when requested.

#### 2. With Teams/Program Directors/Ministry Leaders.

- a. Consults with the chairperson of each team/program/ministry regularly to determine their needs in regard to the usher ministry.

#### 3. With Church Officers

- a. **Chairman of the Ushers** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- b. **Chairman of the Ushers** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.
- c. **Chairman of the Ushers** provides the Church Clerk a roster of the ushers annually.

#### 4. With Church Staff

- a. Consults with the appropriate church staff member(s) to determine their needs.
- b. At least one church staff minister serves as staff advisor and consultant within the Usher Ministry.
- c. Provides the Church Secretary the list of ushers designated to serve monthly and for special events.
- d. Coordinates with the Church Secretary regarding visitor packets, bulletins, agendas, handouts, etc.
- e. Provides the Church Secretary all visitor cards collected during each service.

#### 5. With Church Business Meeting

- a. Makes reports, as needed, on the work of the Ushers.
- b. Answers questions about the work of the Ushers.
- c. Develops and recommends policies and procedures to be practiced by the Ushers.

**6. Other**

- a. Ushers shall arrive at a designated time prior to Sunday School and shall be stationed at all entrances to the facility to greet members and visitors and assist visitors in locating their appropriate classrooms.
- b. Ushers shall arrive at a designated time prior to the worship service or activity and shall be stationed at all entrances to the sanctuary to greet members and visitors and distribute bulletins and handouts as appropriate.
- c. Ushers shall assist visitors in locating seating, the nursery, etc.
- d. Ushers shall distribute visitor packets and collect visitor cards
- e. Ushers shall, most importantly, assure that everyone who enters Cove Baptist Church feels welcome.
- f. Ushers shall collect the tithes and offerings to be turned over to the Finance Committee
- g. Ushers shall be alert to needs, emergencies and other situations during the church service that may require their attention or assistance.

## **Ad Hoc Teams**

The second type of team in a church relates to short-term or temporary needs. These teams operate only long enough to accomplish their assigned task. This team is called an Ad Hoc Team. They traditionally give attention to creating something new or revising something in existence. Ad Hoc Teams should not continue beyond the time needed to perform their church-assigned task.

The Nominating Team shall continually evaluate the need for ad hoc teams through their contact with Team Chairpersons, Program and Ministry Directors. When the creation of an ad hoc team is deemed necessary, the Nominating Team shall proceed as follows:

- 1) Advise the Church Leadership Team of their recommendation to create this Ad Hoc Team.
- 2) Allow the Church Leadership Team to develop a mission statement/job description.
- 3) Upon completion of this mission statement/job description, the Nominating Team shall move forward with their choice of chairperson and members.
- 4) Present the proposed Ad Hoc team to the congregation for approval at a regular or properly called business meeting.

## Pastor Search Team

In the event there is a vacancy in the Pastor's position, the Deacons shall be responsible for beginning the process of electing a Pastor Search Team. This team shall be elected by secret ballot at a regular or properly called business meeting. The date of this meeting shall be announced no less than one week prior to the meeting.

**Principal Function:** The Pastor Search Team's principal function is to seek out and to recommend a pastor to the congregation, but it does not have the power to obligate the church nor make the choice of the new pastor.

**Membership:** The Pastor Search Team shall consist of no less than five (5) and no more than nine (9) members, with the chairman of the deacons serving as an ex-officio member. The remaining members shall be elected by members of the congregation by using a secret ballot process (Appendix 1, Sample), with the following exception - No more than one member of the same household shall be permitted to serve.

**Meetings:** The Pastor Search Team shall meet as necessary until the position of Pastor has been filled.

### Relationships and Responsibilities

#### 1. With Church Leadership Team:

- a. **Chairman of the Pastor Search Team** shall attend Church Leadership Team meetings when requested.
- b. **Chairman of the Pastor Search Team** shall refer to the Church Leadership Team any matters necessary to the well being of the congregation during the interim period.

#### 2. With Teams/Program Directors/Ministry Leaders.

- a. Consults with the chairperson of each team/program/ministry regularly to determine their needs in regard to the pastor search.

#### 3. With Church Officers

- a. **Chairman of the Pastor Search Team** informs Church Clerk and Moderator of reports to be made in the church business meetings.
- b. **Chairman of the Pastor Search Team** provides the Church Clerk a copy of any reports made during the church business meeting for permanent record in the minutes of the church.

#### 4. With Church Staff

- a. Provides the Church Secretary all visitor cards collected during each service.

#### 5. With Church Business Meeting

- a. Makes reports, as needed, on the work of the Pastor Search Team.

**6. With Church Congregation**

- a. Secure pulpit supplies and/or an interim pastor to serve during the time the church is without the pastor.
- b. Lead the congregation to determine its expectations of the new pastor and provisions for the support of the pastor and family.
- c. Prayerfully and confidentially conduct the search for God's choice of our next pastor in a progressive, orderly, and timely manner with periodic reports to the church.
- d. Prepare the candidate and the church to choose the next pastor in accordance with the policies of the church.
- e. Recommend the pastoral candidate to the church in "view of a call."
- f. Upon calling the pastor, support the ministry of the church and lead the congregation to follow our new pastor's leadership. .

# **Policies and Procedures**

## **General Policies and Procedures**

### **Church Calendar Scheduling**

#### ***Policy***

The official church calendar is maintained by the Church Facility Scheduler. All requests and changes must be channeled through the Church Facility Scheduler to avoid conflicts in scheduling.

Church Ministry activities (meetings, fellowships, recreation, etc.) may be tentatively scheduled by staff, ministry leaders or team leaders but must be coordinated through the Church Leadership Team (when established) and confirmed by the Church Facility Scheduler.

Church Ministry activities shall not conflict with the regularly scheduled services of the church (morning and evening worship, Sunday School, Prayer Service).

Use of the building for activities other than church-sponsored activities is subject to church policy on use and space available. When a conflict arises, church activities take priority over outside activities.

#### ***Procedure***

##### Scheduling:

Each Ministry wishing to schedule an activity shall provide the Church Facility Scheduler with the name of the event, participants, location, date and time.

1. The Church Facility Scheduler shall check the church calendar for availability and note the event on the official calendar.
2. The Church Facility Scheduler shall notify the requesting party of approval/disapproval.
3. The Church Facility Scheduler shall make sure the appropriate staff persons are aware of the activity.

Cancellations or Changes: To cancel an activity or change the date, time or location of an activity, please contact the Church Facility Scheduler as soon as possible so the change can be published in the church bulletin.

## **Creation of New Ministry Teams**

Upon evaluation of the needs of the congregation and the decision by the Church Leadership Team that a new Ministry or Team is needed, the following process shall take place.

### ***Ministry or Standing Team***

The Leadership Team shall continually evaluate the need for Ministries and Standing Teams through their meetings and discussions. When the creation of a Ministry or Standing Team is deemed necessary:

- 1) Leadership Team shall define the Ministry or Standing Team's purpose.
- 2) Leadership Team shall develop the guideline for the Ministry/Standing Team to be included in the Church Ministry Guidelines.
- 3) The Nominating Team shall recruit a Director/Chairperson and members of the Team, if appropriate.
- 4) The Nominating Team shall bring present the nominees to the congregation for approval at a regular or properly called business meeting.

### ***Ad Hoc Team***

The Nominating Team shall continually evaluate the need for ad hoc teams through their contact with Team Chairpersons, Program and Ministry Directors. When the creation of an ad hoc team is deemed necessary, the Nominating Team shall:

- 1) Advise the Church Leadership Team of their recommendation to create this Ad Hoc Team.
- 2) Allow the Church Leadership Team to develop a mission statement/job description.
- 3) Upon completion of this mission statement/job description, the Nominating Team shall move forward with their choice of chairperson and members.
- 4) Present the proposed Ad Hoc team to the congregation for approval at a regular or properly called business meeting.

## **Church Ministry Operation**

Each Church Ministry, which also includes Church Teams, shall have a director/chairperson, vice-chairperson, and secretary.

The Nominating Team shall provide the Ministry Director/Chairperson a copy of the guidelines for their ministry/team upon their appointment as Director/Chairperson.



Each Church Ministry shall annually review its policies and procedures to ensure their effectiveness. These policies and procedures are a part of the Church Ministry Guidelines. Should the Ministry propose any changes, they shall:

1. Finalize the proposed changes and present them to the Church Leadership Team for review and approval.
2. If the change is recommended by the Leadership Team, they shall present the proposed change to the church for approval at a regular or properly called business meeting.
3. If the change is not recommended by the Leadership Team, the Leadership Team shall provide a written response to the Ministry that made the request.

### **Church Ministry Coordination**

In the spirit of cooperation, each ministry team, through its chairperson, shall consult with all other ministry teams, which may be affected by any contemplated action, prior to action being taken.

Any ministry team recommendations requiring approval of the church shall be reviewed with the Leadership Team, as needed, prior to church action. In addition, if such action shall require non-budgeted funds, the Finance Team shall review and present the request to the church for approval.

## Financial Policies and Procedures

1. All ministries, teams, staff and individuals shall abide by these guidelines.
2. The Finance Committee shall administer the financial program of the church.
3. All ministries, teams and individuals, as appropriate, shall be given a copy of their approved budget at the beginning of the church year.
4. The Finance Committee will review all non-budgeted expenditures, either making a decision as to their disposition or bringing them before the congregation for decision, whichever is appropriate.
5. The church will be responsible for only authorized expenditures. Authorized expenditures are those which are approved in the budget or have been approved by the Finance Committee or the congregation at a regular or special business meeting.

### Procedures for Making a Purchase

#### Budgeted:

1. The Ministry Leader, Team Leader or individual shall review the budget to determine if the expenditure is budgeted and if adequate funds are available.
2. If so, the purchase can be made without further approval.
3. If the item can be purchased on the Church's account, the ticket should be signed and the account noted on it. This is particularly important if the Ministry has multiple line items within their budget. For example, several ministries have budgets for both Supplies and Literature.
4. If the item has to be paid for when purchased, the Ministry Leader can
  - a. Request a check from the Church Treasurer, made payable to the vendor, and return the receipt (with appropriate info) for the purchase.
  - b. Pay for the item and bring the receipt (with appropriate info) to the Church Treasurer for reimbursement.
5. All receipts for items purchased within a given month shall be turned in prior to the last day of that month.

#### Non-budgeted:

1. If an item is not budgeted, or there are not adequate funds available to make the purchase, the Ministry Leader, Team Leader or individual shall present a request to the Finance Committee for review.
  - a. This request shall include the item description and cost and the justification for the purchase.
  - b. The Committee shall review the request, take appropriate action, and advise the individual making the request as to its status. Should this item require action by the church, it should be noted that it will have to be discussed at a regular or special business meeting and adequate time should be allowed for this action.

## **Use of Church Property Policies and Procedures**

### **Building(s)**

The use of the Cove Baptist Church facilities shall be limited to individuals or groups who are compatible with the mission and purpose of Cove Baptist Church. No Cove Baptist Church facility or portion of a facility shall be used for any purpose that would bring dishonor on the church fellowship or the name of Jesus Christ. Any area of “questionable” use shall automatically be denied.

There are a variety of functions and/or events for which the Cove Baptist facility may be used, including but not limited to weddings, bridal and baby showers, fellowships, birthday parties and civic or community club meetings. Each of these will be addressed individually as follows:

1. Individual or Group wishing to utilize the Cove Baptist Church facility or a portion of a facility shall complete and submit an Application for Use to the Church Facility Scheduler.
2. Church Facility Scheduler shall review the application, as it relates to the Church Facility Use Policy and the Cove Baptist Church Calendar, and shall approve or disapprove the application. Should there be requests that require additional review, these shall be brought to the Cove Baptist Church Board of Deacons for assistance.

The Church Facility Use Application/Policy/Cleaning Guidelines shall be developed and maintained by the Church Facility Scheduler, Hospitality Team Chair and Decorating Team Chair. Said document and all subsequent revisions shall be reviewed and approved by the Cove Baptist Church Leadership Team.

Note: This section Introduced February 6, 2017  
Approved to be included in the Church Ministry Guidelines March 8, 2017  
Amended to reflect Church Facility Scheduler July 25, 2018

### **Equipment**

(To Be Completed at a Later Date)



## APPENDIX

### Appendix 1

#### Election Ballot - Pastor Search Committee

As an active member of Cove Baptist Church, I prayerfully offer these names for election to our Pastor Search Committee. I understand that the six names receiving the largest number of votes will be asked to serve on the committee with the following exceptions: Chairman of the Deacons shall automatically be one of the seven; no two members from the same household may serve on the committee. If anyone declines the opportunity to serve, the person receiving the next highest number of votes will be asked. This process will be followed until seven currently active, spiritually-mature members of the congregation agree to serve. The committee member receiving the greatest number of votes will be asked to serve as chairperson. Duties and responsibilities of the search committee are outlined on the reverse of this ballot.

With prayer, I offer these names:

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

#### Search Committee Duties and Responsibilities:

1. Serve until the church approves a new pastor.
2. Secure pulpit supplies and/or an interim pastor to serve during the time the church is without the pastor.
3. Refer to the Church Council any matters necessary to the well-being of the congregation during the interim period.
4. Lead the congregation to determine its expectations of the new pastor and provisions for the support of the pastor and family.
5. Prayerfully and confidentially conduct the search for God's choice of our next pastor in a progressive, orderly, and timely manner with periodic reports to the church.
6. Prepare the candidate and the church to choose the next pastor in accordance with the policies of the church.
7. Recommend the pastoral candidate to the church in "view of a call."
8. Upon calling the pastor, support the ministry of the church and lead the congregation to follow our new pastor's leadership.

Approved Amendments:

- Changing the Church Year to begin August 1 – necessary revisions to Finance Team and Nominating Team section.

2012/09/12 – Amendment to the Benevolence Team (Sickness & Deaths)

2017/03/08 – Use of Church Facilities Policies and Procedures

2018/07/25 - Amendment to Use of Church Facilities

Amendment to Job Descriptions

Church Clerk

Church Facility Scheduler

Church Financial Secretary

Decorating Team

Hospitality Team

2019/11/13 – Amendment to Benevolence Guidelines (exception to dollar limit)