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GENERAL COMMITTEE GUIDELINES

1. All standing committees shall operate on a January 1 through December 31 year.
2. All Committees will have at least three members. The Committee on Committees will recommend any change in the number of members on a committee, to the church.
3. Committees will serve on a three-year rotating system with one third of the committee to be elected each year.
4. Committees will meet regularly according to need.
5. All Committees must have at least one half of their members present to discuss or transact business.
6. No committee member shall act for the committee as a whole without authorization by the committee.
7. All committees will file an annual list of accomplishments (report) with the church office by December 15 for distribution at the January business meeting.
8. The pastor may act in an advisory capacity to all committees and organizations of the church through the appropriate staff member or committee chairman. He may call a meeting of any committee or organization.
9. A youth appointed by the minister of youth may serve for one year on any church committee with the exception of Personnel and Stewardship. When the church is without a youth pastor, the pastor may make the appointments.
10. Committees will operate informally whenever possible, but Robert’s Rules of Order will apply.
RESPONSIBILITIES AND GUIDELINES OF COMMITTEE CHAIR

1. The Committee chair shall be elected annually in the following manner: On the third Sunday in January, all committees shall meet briefly following morning worship for the sole purpose of electing a chairman. Each committee will be assigned a separate room in which to meet. The chair will be elected using the following procedure:
   a. The person whose last name comes first alphabetically will convene the meeting.
   b. Without nominations, each person present will write on a piece of paper the name of one person whom they feel should serve as chair.
   c. The convener will count the votes and give the results to the church office as soon as possible.
   d. There will be no co-chair. In the event of a tie, simply repeat the process or draw the name from a hat.

2. Recommendations from a committee to the church are to be written out, signed by the chair of the committee, and a copy is to be provided for the clerk and moderator.

3. Lead the committee members to understand their job.

4. Lead the committee to survey the needs, think creatively, be fresh and innovative in its approach, and endeavor to refrain from simply repeating last years work without examining and evaluating if that is best.

5. See that all committee members are notified well in advance of the meetings.

6. Secure a meeting place; provide supplies (pens, paper etc).

7. Prepare an agenda for meetings. (A written agenda is best).

8. Begin the meeting on time! Never wait a few more minutes to see if anyone else comes. This is unfair to those who are punctual.

9. Chair the meetings. Appoint someone to take your place when you are away.

10. While keeping the discussion focused on the business at hand, encourage discussion. Ask opinions of persons not sharing in the discussion. Encourage members to express divergent opinions so that the committee can look at an issue from a variety of perspectives and consider more than one option.
RESPONSIBILITIES AND GUIDELINES OF COMMITTEE MEMBERS

1. Pray and seek the will of God in every decision.
2. All committee members are required to be members of Western Branch Baptist Church, with the exception of the Multimedia, Sound and Lighting committee for the sole purpose of training, and in a non-leadership role.
3. No person shall be eligible for reelection to a committee until at least one year has expired after leaving the committee.
4. A person elected to complete over one half of an unexpired term shall not be eligible for reelection to the committee until at least one year has expired.
5. Be sure you understand the responsibilities of your committee (see respective page).
6. Attend meetings of your committee. If you are unable to regularly attend meetings and participate in the function of the committee it is best you resign your position on that committee.
7. Be prepared for meetings with materials needed: pen, paper, notes from previous meetings, church directory, current budget, Constitution and By Laws, Policy Manual (if applicable) and Committee Handbook.
8. Do not discuss committee business outside the committee.
9. When assigned a task, see that it is carried out promptly and efficiently.
10. Be supportive of decisions made by the committee on which you serve.
PRINCIPLE FUNCTION: The principle function of the Church Council is to correlate and coordinate the activities, organizations, and ministries of the church.

MEMBERSHIP: The church council will be composed of the pastoral staff, the directors of the church programs, organizations, and ministries, and the chairmen of all standing committees. The pastor shall serve as chairman of the church council. When the church is without a pastor, the council shall select its own chairman following the guidelines set forth on page 4.

SPECIFIC DUTIES: It is the responsibility of the Church Council to:

1. Meet at the request of the chairman.
2. Working with the pastor, recommend organizational goals to the church and strategies and activities to accomplish these goals.
3. Study, analyze, evaluate and coordinate church programs, committees, and ministries in terms of church goals, objectives and resources and make recommendations to the church accordingly.
4. Grant or deny permission to use literature, which is not Southern Baptist.
5. Nominate persons to fill any vacancies on the Committee on Committees.
AUDIT COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Audit Committee is to see that church financial records are accurate and in order.

MEMBERSHIP: The audit Committee will be composed of three (3) members

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Meet monthly to balance and reconcile the church’s checkbook with deposits and checks written for the month.
2. Make a report to the church semi-annually.
3. File a copy of their report with the Church Clerk, to be made a permanent part of church records.
BENEVOLENCE COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Benevolence Committee is to manage the Benevolence Fund of the church, and maintain and operate the church food pantry, remaining alert to needs within the church family.

MEMBERSHIP: The Benevolence Committee will be composed of three (3) members.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Develop written policies and criteria for meeting benevolence requests.
2. Receive and record (keep for three years) all requests for financial or food aid.
3. Ascertain the authenticity of all requests and disperse funds/food as deemed necessary.
4. Seek to minister spiritually to anyone making a request,
5. Make sure food pantry is stocked and supplied with a variety of non-perishable food items.
6. Involve church members in benevolence ministries.
COMMITTEE ON COMMITTEES

PRINCIPLE FUNCTION: The principle function of the Committee on Committees is to annually recommend persons to the church to serve on all standing committees, (except the Church Council).

MEMBERSHIP: The Committee on Committees will be composed of three (3) members.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Nominate to the church, preferably no later than November business meeting, persons to fill the vacancies occurring on January 1 of the following year on all standing committees, (except as otherwise provided for in this committee handbook).
2. Nominate persons to the church to fill any vacancy, which occurs during the year on all standing committees.
3. Nominate persons to the church to serve on any special committee formed by the church.
4. Secure the permission of any person recommended to the church to serve on a committee.
5. Periodically review the functioning of the committee system, and when appropriate, recommend to the church the addition or deletion of standing committees, or changes in the scope of their work. This will include updating the committee handbook as necessary.
6. Monitor, advise, and motivate all church committees.
COMMUNITY OUTREACH COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Community Outreach Committee is to create and maintain opportunities for the church to reach out to the community making the church visible and known within the community.

MEMBERSHIP: The Community Outreach Committee will be composed of three (3) members plus a Director. The Nominating Committee will nominate the Director, who will then be appointed by the church. The Director will serve as the committee chair.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Coordinate outreach possibilities with the Pastoral staff.
2. Meet to discuss, plan and execute outreach activities/events for the church.
3. Promote all church activities/events to the community as appropriate.
4. Coordinate promotional items.
5. Notify church of current and pending community outreach efforts.
CONSTITUTION AND BY-LAWS COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Constitution and By-Laws Committee is to aid the church in following the Constitution and By-Laws and in making any needed changes.

MEMBERSHIP: The Constitution and By-Laws Committee will be composed of six (6) members.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. On its own or the church’s initiative, recommend needed changes to the Constitution and By-Laws of the church.
2. Be available to assist any member properly prepare and word any change that the member feels is necessary to Constitution and By-Laws of Western Branch Baptist Church. If the committee fails to do so, that member may present the change to the church, without the committee’s help, in accordance with the Constitution and By-Laws.
3. Periodically examine the Constitution and By-Laws of the church and inform the congregation of any disparity between the language of these documents and the current practice of the church.
4. Be ready to answer any questions about and supply interpretation of, the Constitution and By-Laws.
ENDOWMENT COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Endowment Committee is to exercise control of the Endowment fund in accordance with church policies and rules for the purpose of deriving income from the Endowment Fund.

MEMBERSHIP: The Endowment Committee will be composed of six (6) members plus the Church Treasurer. The church Treasurer shall serve as a non-voting member.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Promote and publicize to the members of the church the existence and purpose of the Endowment Fund, at least annually.
2. Give an annual financial report to the church.
3. Recommend to the church, at least annually the disbursement of the earnings derived from the investments of the Endowment Fund.
MEDIA LIBRARY COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Media Library Committee is to operate and oversee the church library.

MEMBERSHIP: The Media Library Committee will be composed of six (6) members plus a Director. The Nominating Committee will nominate the Director, who will then be appointed by the church. The Director will serve as the committee chair.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Develop and publicize written policies, rules and regulations regarding the use of the church library.
2. Lead the church in providing necessary funds, space and equipment for a growing and serviceable church library.
3. Select and process books, media and equipment for circulation from the church media library.
4. See that the church library serves as a reinforcement of the total church program.
5. See that the church library has opening hours convenient to the membership of the church.
MULTIMEDIA, SOUND AND LIGHTING COMMITTEE

**PRINCIPLE FUNCTION:** The principle function of the Multimedia, Sound and Lighting (MSL) committee is to operate the multimedia hardware and software, sound equipment, and the special lighting equipment of the church.

**MEMBERSHIP:** The MSL Committee will be composed of six (6) members plus a Director. The Nominating Committee will nominate the Director, who will then be appointed by the church. It is preferred the Director have previous experience using multimedia, sound and lighting equipment. The Director will serve as the committee chair.

**SPECIFIC DUTIES:** It is the responsibility of this committee to:

1. Operate the multimedia, sound system and/or special lighting under the leadership and direction of the worship leaders.
2. Rehearse with soloists, choirs, and musical groups as needed.
3. Have at least one member available, when requested by the church staff, to operate the multimedia, sound system and/or special lighting for all worship services, weddings, and other events, which require the use of the sound system and/or special lighting.
4. Develop and monitor the use of policies regarding the care and use of all sound equipment and special lighting equipment.
5. Monitor the condition of, and provide for the maintenance of, all sound equipment and special lighting equipment.
6. Prepare budget requests and administer the funds for the purchase of needed equipment for, and the efficient operation of, the sound system and special lighting.
7. Members shall receive adequate training to operate all of the equipment.
NOMINATING COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Nominating Committee is to present nominees to the church for all church program organizational leaders and general church officers.

MEMBERSHIP: The Nominating Committee will be composed of six (6) members representative of the total church membership.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Select, interview, enlist, and nominate to the church, the general church officers, and the church program organizational leaders.
2. Evaluate volunteers before inviting them to serve.
3. Periodically conduct a survey of the entire youth and adult church membership, to discover potential leaders.
4. Provide continuing responsibility for:
   a. Filling vacancies
   b. Make adjustments regarding classes, such as deleting or combining
   c. Discovering potential leaders.
5. Confer with pastor before and during the nominating process.
PERSONNEL COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Personnel committee is to assist the Pastor in all personnel matters.

MEMBERSHIP: The Personnel Committee will be composed of six (6) members.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Consult the Personnel Policy and Procedures Manual and follow all the requirements that pertain to the Personnel Committee.
2. Review the Personnel Policy and Procedures Manual and all job descriptions and recommend to the church any needed changes, as needed.
3. Develop and maintain written job descriptions for each staff position.
4. Annually review the salary and benefits of all employees and recommend changes to the Stewardship Committee as needed.
5. Serve as a Search Committee for all Pastoral Staff Members except the Pastor.
6. Assist the Pastor to recruit, screen, and employ non-pastoral employees, as necessary.
7. Recommend any need for church staff expansion in consultation with other appropriate committees.
8. The Personnel Committee shall assist the Pastor in matters of employment and dismissal of church personnel.
PROPERTY COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Property Committee is to lead the church in the maintenance, function, and general upkeep of all church property, buildings and equipment not managed by other committees or the staff.

MEMBERSHIP: The Property Committee will consist of six (6) members.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. Assist the church in arranging, equipping, and administering adequate worship space.
2. Assist the church in determining needs, acquiring property for and arranging, equipping, and maintaining parking space.
3. Assist the church in selecting and maintaining proper and adequate furnishings for the church programs and activities.
4. Assist other church committees in responsibilities relating to church property and space.
5. Promote, through whatever means available, the conservation of energy and other natural resources, which are used in the operation of church facilities.
6. Inspect and maintain all fire fighting equipment.
7. Establish and maintain regular inspection of all properties and equipment at least annually.
8. Develop and maintain a service record of all operational equipment and file a copy in the church office.
9. See that the boiler is turned off for summer air conditioning and turned on for winter heating.
10. See that all properties and equipment are kept in prompt and adequate repair within the limitations of church finances.
11. Negotiate and sign, on behalf of the church, all maintenance contracts for the church.
12. Monitor and inspect the work of all outside contractors prior to payment.
13. Recommend to the Personnel Committee the employment, training needs, and supervision needs of maintenance personnel.
14. Supervise the Church Building Superintendents, Custodians, Grounds Keepers, and all other maintenance personnel, who shall be responsible to, and whose duties the Property Committee shall define.
15. Prepare budget recommendations for the Stewardship Committee and administer the budget regarding maintenance of all church property.
16. Conduct along with staff and church program leaders, an annual evaluation of space allocations to determine the best use of available space.
17. Develop, recommend to the church, publish, and monitor the use of policies regarding the use of space, properties and equipment.
18. Provide proposals for replacing and updating equipment.
19. Oversee the acquisition or disposal of church property in cooperation with the trustees.

VEHICLES:
1. See that all church vehicles are licensed and, in consultation with church trustees, properly insured.
2. Assure that all church vehicles are properly maintained to assure safe, dependable operation and to meet Virginia Department of Motor Vehicles requirements.
3. Keep records of repairs and maintenance.
4. See that transportation is provided for members and non-members to and from Sunday school, Sunday morning worship, and other church wide meetings for which transportation is needed.
5. Develop, print, and distribute policies and regulations regarding the use of church vehicles and see that these are enforced and followed.
6. Make decisions regarding the use of church vehicles
7. Schedule and coordinate the use of all church vehicles
8. Enlist and schedule qualified adult drivers whenever a church vehicle is used. Committee members are not required to drive.
9. Report to the church at least semi-annually, the number of passengers transported, expenditures, non-worship service trips, and any other pertinent information deemed necessary.
10. Oversee the acquisition and/or disposal of church vehicles in cooperation with the trustees.

WBBC PURCHASING POLICY FOR PROPERTY COMMITTEE:
All budget items over $1,000 must be approved by a vote of the church. Exceptions to this policy are utilities, heating/air conditioning and equipment repairs.
STEWARDSHIP COMMITTEE

PRINCIPLE FUNCTION: The principle function of the Stewardship Committee is to lead the church in an ongoing program of Biblical stewardship.

MEMBERSHIP: The Stewardship Committee will be composed of six (6) members plus the Church Treasurer, and Financial Secretary. The Church Treasurer and Financial Secretary shall be non-voting members of this committee.

SPECIFIC DUTIES: It is the responsibility of this committee to:

1. See that the Treasurer and Assistant Treasurers are properly bonded as required by the Constitution and By-Laws Article IX, Sec 5, Par 2 and Article IX, Sec 6, Par 2.
2. Plan, publicize and promote an annual Stewardship Emphasis for the purpose of spiritual growth in Biblical stewardship, informing the church relative to finances and securing their participation in and commitment to the church stewardship program.
3. Request itemized budget recommendations from the pastoral staff, organizational and ministry leaders, and committee chairmen.
4. Prayerfully and carefully evaluate those requests in the light of the will of God as they discern it, the priorities of the church, the giving record of the church in previous years, anticipated church growth, and prevailing economic conditions.
5. Discuss requests with those who submitted them if adjustments are needed or if substantiation or explanation is required.
6. Develop a budget for the upcoming year to recommend to the church, no later than the regular November business meeting of the church.
7. Review the report of the Financial Secretary each month, and discuss with appropriate persons, expenditures that may pose a problem when compared with approved budget allocations and current income.
8. Recommend needed budget revisions to the church.
9. Consider financial needs not covered in the budget and make recommendations to the church regarding them.
10. Receive and disburse, according to the wishes of the donor, all funds, grants etc. given to the church with the exception of the gifts to the Endowment fund.
11. Negotiate and prepare for implementation by the Trustees, in keeping with church policy, and financial obligations authorized by the church.
12. Consider for recommendation to the church all requests for church-wide special offerings.
13. Cooperate with mission organizations in promoting annual mission offerings.
14. Operate within the financial policies adopted by the church.
In the absence of the pastor, approval must be obtained from the chairman of the Stewardship Committee before any books, records or accounts kept by the Church Treasurer are removed from the church premises. (See Constitution and By-Laws Article IX, Sec 5, on page 14)