

Bethesda Baptist Church
Committees and Job Descriptions
For A Two Year Term
2009-2010

Being led, as we believe by the Holy Spirit of God, the following work of the Nominating and the Steering Committee is presented for HIS glory. The descriptions are presented by the Steering Committee for the purpose of delineating specific areas of responsibilities, intended to be used as guidelines and not to limit the work of any committee or individual.

Positions

1. Pastor

The pastor shall be considered the spiritual leader by virtue of his office. The pastor shall serve as the preacher, counselor, moderator, administrator, and chief teacher by virtue of his call. (See church bylaws for more info.)

2. Deacons/Trustees

In accordance with the meaning of the work and the practice of the New Testament, deacons are to be servants of the church. The task of the deacon is to serve with the Pastor in performing pastoral ministries tasks; proclaim the gospel to believers and community; lead the church to engage in a fellowship of worship, witness, education, ministry and application; and lead the church in performing its tasks. (See church bylaws).

3. Church Council

Composed of heads of all departments. Meets quarterly. Proposes goals and actions to achieve the objectives of the church. Coordinates and supports activities into a total church effort of building the church. Evaluates progress. Suggests improvements. Plans the church calendar activities and submits budgetary items to the Budget Committee. The ultimate goal of this committee is to further the cause of Christ at Bethesda. It is not intended to replace any other committee, deacons, trustees, etc.

4. Treasurer

It shall be the duty of the treasurer to handle all money received by the church and to deposit money in the church accounts. The disbursement of all church money shall be in accordance with the budget as voted and approved by the church. Any other disbursements in excess of \$200.00 must be voted and approved by the church. An audit of the treasurer's books may be done annually. The treasurer shall serve as the chairman of the finance committee.

5. Financial Secretary

Elected by the church, this individual is responsible for maintaining records of all gifts contributed to the church and reporting to each family each January their contributions for the previous year; for income tax purposes. Automatically serve on the Counting Committee as needed. Assists the church treasurer as needed. Use discretion in working with the information, guarding against the disclosure of any information concerning individual contributions.

6. Church Clerk

It shall be the duty of the church clerk to record all minutes of conferences held by the Bethesda Baptist Church. The writing and receiving of church letters shall be handled by the clerk. Also, the clerk shall handle all matters of discipline in correspondence. All records such as associational minutes and others not specified shall be handled by the clerk. The clerk will keep a list of all members of Bethesda Baptist Church, and may have a roll call, first conference of each quarter, and note absentees.

Organizations

1. Sunday School Department

Sunday School develops and promotes a total church effort to enroll members and prospects in Bible study. Provides personal small group fellowship resulting in personal ministry and development. Serves as the basis of church growth. As Sunday School prospers, so does every facet of genuine church life. Sunday School leads way in bringing people into the life of the church.

From Church Bylaws: The Sunday School teacher shall be chosen by the nominating committee and voted on by the church in conference. The Sunday School teacher is to teach Sunday School material provided by the church, always guided by the Bible and Holy Spirit. The Sunday School teacher is not to take a class away from the church grounds unless they have approval of the church in conference; or where time does not permit, pastor or deacons must approve (This rule applies to regular scheduled days of meeting).

The Outreach Director will be responsible for promoting and encouraging the over all outreach of the church. Especially through the Sunday School by reaching out to all new comers in our community, as well as making contact with any prospects when possible.

2. Discipleship Training

Church training involves church members in discipleship and leadership development. Equips members for ministry. Develops understanding of Baptist beliefs, Christian ethics, Christian history, and church government. Offers multiple methods and opportunities for spiritual development of members.

3. Women's Missionary Union and Brotherhood

Strategic church organizations to involve women and girls, men and boys, in mission education and mission support. Missions is defined as any service performed or need met for any person or group outside the church family. Encourages, guides, and helps persons of all ages to become a part of the community and world-wide effort to share the good news of Christ. Promotes vocational and volunteer mission participation, and church-wide financial support of missions.

Committees

1. Church Ordinance Committee

This committee is responsible for preparing the Lord's Supper and to see that baptism is carried out in spiritual manner. This committee is chaired by the deacon chairman.

Sees that the baptismal pool is filled and emptied, removing and replacing pulpit furniture as necessary. Available for baptismal candidates as need for help in dressing and preparing for baptismal.. Water tracked on the floor by candidates should be mopped up after the service ,taking care not to disrupt the service.

The Lord's Supper shall be observed at least once per quarter. All other times will be decided by the pastor and deacons.

Members of this committee alternate the responsibility of preparing the supper. The chairman or his assistant as he delegates is responsible for assuring the committee members are aware of their duties when it is their turn to serve.

Grape juice and unleavened bread (available at Christian book stores) are served . Three trays of juice and two trays of bread are prepared and the table set up prior to Sunday School .(Number of trays may vary). Deacon chairman will inform committee if changed is needed.

After the service, cups are gathered from the sanctuary. Extreme care should be taken that children, who might not understand the sanctity of its ordinance, are not allowed to drink any unused juice or eat the bread. Cups, trays, and the tablecloths are cleaned and given to the member who is responsible for preparation of the supper next quarter.

2. Church Facilities Committee

This committee sees that the Bethesda facilities, pastorium, and grounds are

maintained and makes recommendations to the church concerning church property.

Members: The chairperson automatically serves on the Long Range/Steering committee. At least two members of the committee shall be women. This committee while composed of members who may be capable of doing the work themselves, is not expected to donate professional services to the church. These members are asked to serve because of their expertise or interest .

Expenditures: Bids should be secured and brought before the church for expenditures in excess of \$200.00. Secure when possible, except in the event of an emergency. Any repairs, renovations, or upkeep requiring over \$200.00 will require church action except in an emergency. In an emergency, the committee and the pastor are charged with the responsibility of determining the best interest of the church. Once the church approves the expenditure, this committee is responsible for seeing the work through to acceptable completion.

Responsibilities

Grounds: Sees that all grounds are properly maintained and fertilized, scheduling and directing work days to thoroughly clean grounds as needed, but especially before special services.

Pastorium: Conducts quarterly tours of the pastorium, making recommendations to the church when repairs or improvements are needed. This committee shall work to encourage all church members to have concern for the pastorium, just as they do all church property.

Church Facilities: (Church, Fellowship Hall, Sunday School, etc.) Sees that church facilities are kept clean and repairs are made as needed. This includes, but is not limited to, changing light bulbs, removing debris from lights, repairs to plumbing, electrical, air condition, heaters, fuel lines, water lines, water pump and well, septic tank, drain lines, roofs, etc. Supervises the hired custodian, making recommendations for church action if change are necessary. Responsible for the purchase and installation of any furniture, heaters, light fixtures, or equipment of any kind unless another committee is elected for a specific purpose.

3. Long Range and Steering Committee

As certain future needs of the church and make recommendations for expansion projects such as building, equipment, grounds, cemetery, etc. and special occasions such as future historical celebrations. Recommend the institution of a special fund such as projects.

Meets at least quarterly to evaluate the effectiveness of committee. Makes recommendations to the church regarding the addition, deletion or combination of committees. Maintains current job descriptions for all committees and positions. Ultimate goals to see that all committees are actively working toward the betterment of the church.

4. Executive Committee Representative

Attend quarterly meeting of the Georgia Baptist Association Executive Board as a representative of the church body, with voting power for the church. Reports to the church at the next business meeting any information or decisions made by the board, which will be of interest or have any effect on the church.

5. Nominating Committee

From Church bylaws: The nominating committee of the church shall consist of five members, two of whom shall be women, plus the Sunday School Director and the Training Union Director. This committee shall be appointed by the pastor and deacons and approved by the church at the March Conference. The first named committee person shall call the first meeting, at which time they shall elect their own chairman and clerk.

This committee shall be responsible for the nomination of all officers, teachers, leaders and elected workers of the church in and through its various activities. The WMU and Brotherhood shall recommend their officers through the nominating committee. Standing committees are to be nominated by the nominating committee. Special committees are chosen by

the moderator as needs arise.

Responsible for enlisting persons to fill every position listed herein, with the exception of pastor, deacon/trustee, WMU officers and custodian. This committee should begin work in the spring of the new church year beginning in October. Names of nominees who have agreed to serve are presented to the church for election to positions of responsibility. Until changed by vote of the church, positions are held for two years.

When a position is vacated by death, transfer of membership, or resignation, this committee is responsible for enlisting and presenting to the church for election another volunteer to fill the position. If a church member becomes inactive and is no longer fulfilling the responsibilities of the position to which they have been elected, every effort should be made by the head of the committee or department to secure a recommitment. In the event the committee or department exhausts every effort to secure the recommitment, a resignation from the position of responsibility should be requested.

The Lord cannot be glorified when people are not actively involved in service to Him hold responsible positions in the church. Restitution is of cause the desirable outcome. When resignation is received, this committee chairperson is contacted to have the position refilled. A new Nominating Committee should be elected by the church in March of the year prior to refilling all committee. (Also see church bylaws)

6. History and Library Committee

Responsible for the safekeeping of all church records and history. Assures that all historical events are recorded in church minutes book. All history books and minutes are property of the church and should be guarded as such. Organize and maintain an appropriate library containing books, tapes, films, etc. which will benefit church members and teachers. Members are expected to act responsibly, signing out any material removed from the library and returning promptly.

7. Cemetery Committee

Responsible for maintaining accurate records of burials in the Bethesda Cemetery, and for assuring their safe storage. Meets with gravediggers as needed to ascertain location of a new grave is correct in accordance with church records.

8. Financial/Counting Committee

Automatically chaired by treasurer with financial secretary and asst. secretary serving as a committee. Chairman of Deacons and Pastor. This committee will meet quarterly or as needed to make any adjustments to the budget deemed necessary and to prepare a proposed budget for the church to vote on for the following year. At least two members (excluding the Pastor and Chairman of Deacons) must count the contributions received at each service. Verify the amount and make sure they are deposited in the bank.

9. Benevolence/Hotline Committee

All church members should accept the responsibility for notifying the chairperson of this committee in the event of the death or other emergency situation in the church family, of which members should be informed. The chairperson is responsible for notifying the committee members who will notify their pre-assigned group of church members. Chairperson will also notify the church clerk. Chairperson should be certain new members are added to the church groups as they join the church. After consulting with the family to determine needs, the chairperson coordinates arrangements of food. Arranges for at least two church members to stay at the home during funeral services and other times deemed necessary by the family.

The Church will make a contribution of Gideon Bibles in memory of the deceased, requesting that the family be informed of the contribution. These acts of love will be performed by this committee for the church in the event of death of a church member or of their immediate family. Immediate family shall be defined as husband, wife, child, parent, or stepparent, brother, sister.

10. Hostess/Table Committee

Responsible for preparation of table for events when meals or refreshments will be served. Works with Program and other committees as needed. Sees that ice, plates, spoons, forks, knives, napkins, etc. are available.

11. Program Committee

The ultimate responsibility of this committee is to lead our Sunday School Department (children, ages up to 12 years), to a closer relationship with the Lord. Schedules, plans, and chaperons special activities for children, assuring that they are keeping with Christian morals.

Responsible for directing annual Christmas program and any other program scheduled for the church. Christmas responsibilities include selection and production of a play to include all children and youth who wish to participate, securing someone to act as Santa Claus, securing of a tree, refreshments after the program . Sub-committees for any of these duties may be appointed as needed, and activities coordinated with pastor, usher committee, hostess/table committee, children and youth committees, music director, pianist, etc. utilizing all committees and officers in their proper places.

12. Music Committee ●

Develops music as a major means of worship, witness and education. Develops congregational singing, choral groups and instruments. Leads the church family in praise and witness to the community in song. Responsible for all areas of church music including regular and special services such as revival, programs, associational meetings, etc. Secures the services of a music director and pianist for revivals and other special services when these committee members cannot serve.

13. Nursery Committee

Chairperson responsible for scheduling church members to keep the nursery on Sunday morning. Workers should be at least 14 years old. Sees that assigned is in the nursery at least ten minutes prior to the beginning of the service. Works with Nursery School teacher in making sure nursery toys

and equipment are safe, sufficient and in good shape. The Chairperson may spend up to \$50.00 without prior approval. Any expenditure between \$50.00 and \$200.00 must be presented to and approved by the Chairperson of the Finance Committee. Nursery works should see that for purposes of safety, the nursery is provided for preschoolers only.

14. Youth Committee

The ultimate goal of this committee is to lead our Sunday School Department (Youth ages 12 and up or grades 7 through 12) to a closer relationship with the Lord. This includes Sunday School, Discipleship Training, or any other events occurring in the Church. Schedules, plans, and chaperons special activities, assuring that they are in keeping with Christian morals. Works with Program Committee as requested on special projects such as the Christmas program.

15. Usher Committee

Chairperson responsible for assigning two men for each Sunday service to perform the duties of usher. Includes being at the church at least 10 minutes before Sunday School to WELCOME people as they arrive, seat late arrivals and provide extra chairs as needed. Receive tithes and offerings. Available to perform any service needed during services. Chairperson should make a every effort to utilize all men and youth of the church who are willing to serve in this capacity.

16. Flower and Beautification Committee

Chairperson is responsible for seeing that appropriate flowers are on the alter table each Sunday. Maintains a calendar on the bulletin board in the hallway, for the purpose of members signing up to bring flowers. Each church family should support this committee by placing flowers in the church at least one Sunday a year, and by signing the calendar well in advance of the date they will serve. Notations for insertion in the bulletin (in memory or honor of, etc.) should be given to the pastor nor later than Wednesday. Chairperson should utilize the dried/silk arrangements, which

have been donated to the church when fresh flowers are not available, or they may buy flowers as needed. Works with the Church Facilities Committee on outside beautification of the Church and Pastorium grounds.

17. Bulletin Committee

Works together in preparation and printing of bulletins.

18. Van Committee

Responsible for the upkeep and maintenance of the Church van. The use of the van should be coordinated thru the Pastor And/Or Deacons.

19. Vacation Bible School

Responsible for selecting a committee of four persons to plan, promote, and direct Vacation Bible School.

20. Public Relations Committee

Seeing that any important event in the life of the Church such as homecoming, revivals, deacon ordination, etc. is reported in the local paper and on the radio.

Bethesda Baptist Church
Officers and Teachers
2009-2010

Positions

Pastor

Rev.

Deacons/Trustees Committee

Jeff Cronic

Tony Fowler

Richard Cronic Donald Dockery

Burt Hensley Jerry Lunceford

Bud Thornton

Franklin Combs

Church Council

Composed of heads of all departments

Treasurer

Chairman: Jerry Lunceford

Assistant: Ann Cronic

Financial Secretary

Chairperson: Ann Cronic

Assistant: Pat Worthen

Church Clerk

Bud Thornton

Wayne Jackson (assistant)

Organizations

Sunday School Departments

Director: Judy Gheesling

Asst. Director: Beth Brown

Secretary: Jeanette Brown

Asst. Secretary:

Outreach Coordinator: Bruce Lovin

Sunday School Teachers

Nursery: Tammy Strozier

Preschool: Nancy Smith

Younger Children: Carol Dockery/Ann Cronic

Older Children: Vicki Loven/Ann Cronic

Youth: Becky Cronic/Vickie Lovin(Sunday 6:00)

College and Careers: Bruce Lovin

Adult I: Greg Brown/Della Fowler

Adult II: Franklin Combs

Adult III: Wayne Jackson

Discipleship Training and Prayer Meeting

Director: Franklin Combs

Secretary: Judy Cheesling

Adult Leader: Rev. /Burt Hensley

Youth Leader: Melissa Morreira (Wednesday Night)

Children: Stephen Morreira (Wednesday Night)

Bethesda Women's Ministry (WMU)

Director:

Asst. Director:

Bethesda Men's Ministry (Brotherhood)

Director: Burt Hensley

Asst. Director: Donald Dockery

Committees

Church Ordinance Committee

Chairman of Deacons

Deacons and wives

Church Facilities Committee

Chairman: Reuben Worthen

Donald Dockery

Richard Cronic Ray Lowry

Burt Hensley Becky Cronic

Ann Cronic Carol Dockery

Long Range and Steering Committee

Pastor:

Chairman of Deacons:

Building Chairman: Reuben Worthen

Frankie Combs

Nominating Committee Chairperson: Tammy Strozier

Executive Committee Representative

Pastor

Franklin Combs

Nominating Committee

Chairperson: Tammy Strozier

Sunday School Director: Judy Cheesling

Disciple Training Director: Franklin Combs

Carol Dockery

Ann Cronic

Frankie Combs

History and Library Committee

Frankie Combs: Church Librarian

: Pastor

Judy Cheesling: Sunday School Director

Bud Thornton: Church Clerk

Wayne Jackson: Asst. Clerk

Cemetery Committee

Chairperson: Bud Thornton

Allen Griffith Burt Hensley

Richard Cronic

Financial and Counting Committee

Treasurer: Jerry Lunceford (chairman)

Financial Secretary: Ann Cronic

Assistant Secretary: Pat Worthen

Chairman of Deacons

Pastor:

Benevolence/Hotline Committee

Chairperson: Judy Griffith

Assistant: Betty Ann Thornton

Group Leaders:

Kay Nichelson

Judy Cheesling

Nettie McKinley

Lina Bell Sherrer

Hostess/Table Committee

Chairperson: Carol Dockery

Ann Cronic Vicki Lovin

Lois West Tammy Strozier

Program Committee

Music Director: Nancy Smith

Pianist: Della Fowler

Burt Hensley

Music Committee

Director: Nancy Smith

Assistant: Burt Hensley

Pianist: Della Fowler

Nursery Committee

Chairperson: Tammy Strozier

Melissa Morreira Ann Cronic

Ali Cronic Vicki Lovin

Carol Dockery Pat Worthen

Youth Committee

Becky and Jeff Cronic

Vicki and Bruce Lovin

Melissa and Stephen Morreira

Della and Tony Fowler

Usher Committee

Chairman: Greg Brown

Jeff Cronic

Richard Cronic Charles Cheesling

Ray Lowery Allen Griffith

Jerry Lunceford Tony Fowler

Junior Ushers

Micheal Dockery Cody Lovin

Marvin Strozier

Flower and Beautification Committee

Nancy Smith

Judy Cheesling

Bulletin Committee

Nancy Smith

Pastor

Van Committee

Chairman: Allen Griffith

Greg Brown

Reuben Worthen

Vacation Bible School

Chairperson: Della Fowler

Public Relations Committee

Nancy Smith

Pastor