

VILLAGE PARKWAY BAPTIST CHURCH

COMMITTEE on COMMITTEES MANUAL

January xx, 2000

Committees

Thank you for your willingness to serve on a committee(s). We value your involvement and contribution to the work of ministry. Our prayer is that God will use you and the committee(s) on which you serve to further the work of His kingdom.

The Committee on Committees

COMMITTEES POLICIES

Function

The function and duties of each committee shall be in accordance with policies of this manual and with the Church Constitution and By-laws.

Service

- a. The tenure of the office of all Permanent committees will be from January 1 to December 31, except for the Village Parkway Christian School Committee of Management (COM) and Mother's Day Out (MDO) Committee whose tenure will be from July 1 to June 30.
- b. Length of service on Special Committees is not restricted to a specific period of time.
- c. Service on a Permanent Committee will be on a three-year rotation system with one-third of the committee rotating off each year. The Permanent Committees are: Committee on Committees, Finance, Personnel, Mother's Day Out, and Village Parkway Christian School COM.

General

1. All committees will be classified as either Permanent or Special. ((See Constitution & By-laws for definitions.))
2. All committees will have a chairman and, if needed, a secretary. No person shall serve as chairman for more than two years consecutively.
3. The Committee on Committees will nominate personnel to fill vacancies as they occur during the year.
4. Committees shall submit requests for budget to the chairman of the Finance Committee during budget planning time.
5. All committees shall abide by the Church policy on expenditures of funds.
6. Staff members, other employees, or spouses of either will not serve on a Permanent Committee or as chairman of any committee. (Note: Ministerial staff members may participate as *ex-officio* members of permanent committees.)
7. No person shall serve on more than one Permanent Committee at the same time.
8. Only those who have been a member of Village Parkway Baptist Church for at least six months may serve on any committee.

Chairman

1. The chairman is responsible for seeing that the committee meets regularly (at least quarterly).
2. The chairman is responsible for encouraging the involvement of all committee members.
3. The chairman of a committee shall notify the Church secretary and Pastor prior to each meeting as to date and time.
4. The chairman of Deacons will not serve at the same time as chairman of a committee.

PERMANENT COMMITTEES

Committee on Committees

The church shall have a Committee on Committees. It shall be composed of a minimum of six members. The Committee on Committees shall be recommended to the Church for election by the previous committee in the November business meeting.

1. Review annually committee policies and make recommendations to the Church.
2. Review committee duties and make recommendations for revision to the Church.
3. Nominate members for all committees and present them to the Church for approval. Any member of the Church may submit names to the Committee for consideration.
4. Recommend search committee when appropriate to fill positions of Pastor, Ministers, VPCS Principal, and MDO Director.

Finance Committee

1. Prepare and recommend an annual Church budget in cooperation with the Pastor, staff, Personnel Committee and Church ministries.
2. Assist the treasurer in maintaining the financial records of the Church.
3. Promote the financial stewardship of the Church.
4. Ensure financial integrity as it concerns all matters of Church finances.

Personnel Committee

1. In concert with the Pastor, study and recommend the need for additional staff and support staff.
2. In cooperation with the Pastor, recruit, interview, and recommend new support staff and services.
3. In concert with the Pastor, prepare and maintain job descriptions for all ministers and support staff.
4. With the Pastor, maintain organizational charts.
5. In concert with the Pastor, review and recommend to the Finance Committee, a salary program for Ministerial staff and support staff.
6. With the Pastor, develop, review and recommend policy and procedures for all Ministerial staff and support staff.

Mother's Day Out Committee

1. Adhere to the MDO Policy Manual.
2. Act as liaison between the Church and MDO.
3. Review with appropriate committees and recommend to the Church policies, procedures, and budget.
4. Assist the Mother's Day Out Director in evaluation and hiring of Mother's Day Out teachers.
5. Ensure that the guidelines and minimum standards of the Texas Department of Protective and Regulatory Services are followed.
6. Meet at least quarterly to maintain continuity for above items.

Village Parkway Christian School Committee of Management

1. Adhere to the Village Parkway Christian School Committee Policy Manual.
2. Act as liaison between the Church and the School.
3. After review with appropriate committees, recommend to the Church policies, procedures, and budget.
4. Assist the Principal in evaluation and hiring of Village Parkway Christian School teachers and employees.
5. Conduct performance evaluations of the principal.
6. When there is a need for a new principal, form a search committee.
7. Ensure that appropriate Accreditation Standards are followed, and that the guidelines and minimum standards of the Texas Department of Protective and Regulatory Services are followed.

SPECIAL COMMITTEES

Baptism Committee

1. See that all necessary equipment and facilities are ready prior to each baptismal service.
2. Prepare names on flash card for identification purposes.
3. Keep an official record of baptisms.
4. Assist the Pastor and candidates at baptism time.
5. Remove and wash all towels, robes, handkerchiefs, and other such items before the next baptismal service.

Building and Grounds Committee

1. Supervise the maintenance and upkeep of the buildings and grounds.
2. Make a regular, systematic inspection of all Church properties and equipment and arrange for repairs.
3. Make recommendation for the purchase of needed equipment for maintenance.
4. Maintain an inventory of all Church property and equipment.

Fellowship Committee

1. Plan and coordinate Church-wide fellowship activities.
2. Determine the food service needs of the Church.
3. Coordinate type of fellowship, i.e., refreshments, covered dish luncheons, or suppers.
4. Equip, maintain, and supply the kitchen.
5. Recommend policies for the use of the kitchen.

Flower Committee

1. Secure and provide flower arrangements for Church services.
2. Dispose of flower arrangements.

Care Committee

1. Work with the Pastor in coordinating ministry to families who have lost loved ones to death.
2. Involve the Church body and work in coordination with other Church ministries, which perform these duties (Sunday School classes, Deacons, and the like).
3. Prepare food for family members.
4. Provide house sitting and child care for families during the funeral.
5. Provide transportation as needed for the funeral.

Long Range Planning Committee

1. Discover the long range needs of the Church and its ministries.
2. Lead in setting long range goals for the Church.
3. Plan strategies for reaching identified goals.
4. Monitor action plans and oversee attainment of goals.

Lord's Supper Committee

1. Have all necessary Lord's Supper equipment in place prior to each observance of the ordinance.
2. Arrange for all Lord's Supper equipment to be gathered, cleaned, and stored after the observance.
3. Recommend purchase of additional equipment.

Women's Ministry Committee

1. Plan and coordinate Church-wide women's activities.
2. Encourage the women of the Church in mission awareness, Bible study, and prayer.
3. Make recommendations concerning necessary resources for the Women's Ministry.
4. Maintain communications with the Missions Committee by reporting activities a periodically.
5. Coordinate ministry/mission activities with other Church ministry/mission groups.

COUNCILS

Youth Ministry Council

1. Assist in discerning the needs of youth in our Church and community.
2. Assist in planing youth activities and ministry opportunities.
3. Assist in sponsorship of youth ministry activities.
4. Assist in setting up guidelines for youth when involved in youth activities or ministry opportunities.
5. Serve as a sounding board for the youth and their families.