

XI. Church Operations Manual

The membership, committee members, qualifications, organization and procedure, and duties of a committee chairman are outlined in this manual. Also outlined in this manual are the duties, responsibilities, and term of office for the Church Clerk, Church Council, Nominating Committee, and Treasurer.

I. Membership

- A. Committees shall be composed of three, six, nine or twelve members (including the Chairman). Members will be designated by the Nominating Committee.
- B. The enlargement or reduction of any committee shall be done in multiples of three and only as the church desires.
- C. Only one person from immediate family shall serve on the Personnel Committee, Finance Committee, Properties Committee, or Constitution Review Committee at the same time (i.e.: husband, wife, son, daughter, son-in-law, daughter-in-law).
- D. Nominating Committee members at large cannot be an immediate family member of anyone currently serving on the committee.

II. Term of Office

- A. Committee members will serve three-year terms, being elected on a rotating schedule with one-third of the membership of each committee rotating off each year. No person shall serve more than three years on any one committee until a period of one year has elapsed.
- B. Vacancies occurring during the year will be filled by the church upon recommendation from the Nominating Committee.

III. Qualifications for Committee Members

- A. Each committee member shall be a sincere church member willing to assume responsibilities of Committee membership.
- B. All committee members are expected to reflect a Christ-like attitude.
- C. Each committee member shall understand the responsibilities of the committee, the time involved, and the type of work to be done.
- D. Each committee member shall have a willingness to conduct creative, constructive, practical thinking, while always considering the best interest of the entire church body. Each member present should participate in making the decisions regarding business presented before the committee.
- E. Each committee member shall practice good communications, profit from the ideas of others, and respectfully consider all suggestions made by other members.
- F. Each committee member shall approach each meeting and subsequent discussion with an open mind.
- G. Each committee member shall limit input to the scope of the current discussion.
- H. Each committee member shall avoid personal barriers between himself and other committee members.
- I. Each committee member shall desire to see the business of the committee carried out harmoniously to the best advantage of the church.
- J. Each committee member shall have a willingness to devote the necessary time to the work of the committee.
- K. No person shall serve on more than two standing committees at the same time.
- L. Committee members are expected to attend all meetings as able.

IV. Organization and procedures

- A. Each committee shall elect a vice chairman to preside in absence of the chairman.
- B. Each committee shall elect a secretary whose responsibility will be to notify all committee members of the meetings, and to record and retain the business of each meeting.
- C. Each committee will meet regularly at least once a month or once each quarter at a time designated by the committee,.
- D. Each committee shall be responsible for the planning and overseeing of the work assigned to it. Any request made by the church, pastor, or deacons, not included in this manual, shall be brought to the Constitution Committee for consideration.
- E. Material will be purchased in accordance to procedures developed by the Finance Committee.

V. Duties of the Chairman

- A. The chairman will prepare an agenda and make necessary plans for each meeting, ensuring that the agenda is followed as scheduled.
- B. The chairman will ensure that the secretary gives proper notification of meetings.
- C. The chairman will prepare necessary resource materials.
- D. The chairman will begin the meeting promptly and will organize the committee for action.
- E. The chairman will clarify any points of misunderstanding as to the duties, procedure, and desired results.
- F. The chairman will keep discussions within scope.
- G. The chairman will ensure that the Secretary keeps adequate notes of discussions and prepares reports for the church.
- H. The chairman will promote democratic discussion.
- I. The chairman will see that recommendations are clear and concise.

Church Clerk

The Church Clerk shall be elected annually at or before the September business meeting upon nomination by the Nominating Committee. The Church Clerk is charged with keeping accurate record of the church.

The specific duties and responsibilities of the Church Clerk shall consist of the following:

- 1. To attend church business meetings regularly.
- 2. To keep a record of the minutes and actions of the church during the regular and special church business meetings.
- 3. To assist the Pastor at all worship services during the invitation to insure that proper and complete information is obtained on candidates for membership.
- 4. To see that church letters on new members are secured from previous church affiliation.
- 5. To see that upon church approval, church letters are sent to other Baptist churches as requested.
- 6a. To be responsible for keeping an up to date church roll with dates of admission or baptism and dismissal or death.
- 6b. Upon approval of the church at a regular business meeting, the clerk shall enter the names of the candidates and dates in the minutes. The names of candidates awaiting letters or baptism with dates will be entered again in the minutes of the business meeting after the time of action.