

Chinese Faith Baptist Church  
Job Description

**Worship and Music Committee**

**Job Summary**

This committee shall have general oversight of the worship and music ministry of the church.

**Duties**

The duties of the Committee shall include the following.

1. They shall work with the pastor(s) and deacons to plan for Sunday worship services as well as for other special events.
2. They shall schedule servants as needed: emcees, interpreters, song leaders, organist, pianist, musicians, choirs, special music, offertory, sound and projection technicians.
3. They shall be responsible for the coordination of various music groups: the adult and children's choirs, and musical ensembles; and authorize the purchase of music for these groups.
4. They shall provide training and encouragement to help those who are willing to serve in the worship and music ministry.
5. They shall recommend to the church a budget each year to carry out the objectives of the Committee. This budget shall be presented to the church as part of the total church budget and shall be voted on by the church.

**Organizational Relationships**

This Committee shall consist of at least three members. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church.

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.

Chinese Faith Baptist Church  
Job Description

**Sunday School Committee**

**Job Summary**

This committee shall have general oversight of the Sunday School ministry of the church.

**Duties**

The duties of the Committee shall include the following.

1. They shall encourage edification of the congregation through effective promotion and proper functioning of the Sunday School for all age groups.
2. They shall recruit, retain and recognize students, teachers and helpers.
3. They shall arrange nursery care, and organize children and junior worships as needed.
4. They shall develop curriculum and train Sunday School teachers.
5. They shall arrange and supervise the Christmas program.
6. They shall organize and supervise the Vacation Bible School program as needed.
7. They shall recommend to the church a budget each year to carry out the objectives of the Committee. This budget shall be presented to the church as part of the total church budget and shall be voted on by the church.

**Organizational Relationships**

This Committee shall consist of at least three members. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church, and shall also be the Sunday School Superintendent.

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.

Chinese Faith Baptist Church  
Job Description

**Fellowship and Library Committee**

**Job Summary**

This committee shall have general oversight of the fellowship and the library ministry of the church.

**Duties**

The duties of the Committee shall include the following.

1. They shall be responsible for promoting and organizing fellowship groups, and appointing counselors for them.
2. They shall be responsible for promoting and organizing small groups, appointing and training small group leaders.
3. They shall appoint librarians, promote and set policy for the church library.
4. They shall develop guidelines or provide supervision for various age-group clubs or organizations.
5. They shall develop guidelines or provide supervision for small group Bible study ministries.
6. They shall recommend to the church a budget each year to carry out the objectives of the Committee. This budget shall be presented to the church as part of the total church budget and shall be voted on by the church.

**Organizational Relationships**

This Committee shall consist of at least three members. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church.

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.

Chinese Faith Baptist Church  
Job Description

**Care and Hospitality Committee**

**Job Summary**

This Committee shall have general oversight of the caring and hospitality ministry of the church.

**Duties**

The duties of the Committee shall include the following.

1. They shall provide physical care to the needy in the congregation.
2. They shall organize visitation of the sick, send flowers, and coordinate meals on wheels.
3. They shall prepare for the observance of the ordinances, arrange refreshment and fellowship meals.
4. They shall be responsible for securing childcare during special services and business meetings of the church.
5. They shall recommend to the church a budget each year to carry out the objectives of the Committee. This budget shall be presented to the church as part of the total church budget and shall be voted on by the church.

**Organizational Relationships**

This Committee shall consist of at least three members. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church.

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.

Chinese Faith Baptist Church  
Job Description

**Church Camp Committee**

**Job Summary**

This committee shall have general oversight of the church camp ministry of the church. They shall be responsible for all aspects of the church camp for the following church year.

**Duties**

The duties of the Committee shall include the following.

1. They shall designate the theme of the camp.
2. They shall secure the campsite.
3. They shall select, confirm and keep close contact with the speaker.
4. They shall design the program of the camp.
5. They shall set the operating budget for the camp within the church budget.
6. They shall recruit workers for the camp.
7. They shall promote the camp and encourage attendance.
8. They shall conduct registration of the camp.
9. They shall conduct the camp.
10. They shall provide evaluation of the camp.
11. They shall recommend to the church a budget each year to carry out the objectives of the Committee. This budget shall be presented to the church as part of the total church budget and shall be voted on by the church.

**Organizational Relationships**

This Committee shall consist of at least three members. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church, and shall also be the Camp Director.

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.

Chinese Faith Baptist Church  
Job Description

**Outreach Committee**

**Job Summary**

This committee shall have general oversight of the outreach ministry of the church.

**Duties**

The duties of the Committee shall include the following.

1. They shall promote within the congregation a concern for the unsaved people in our community.
2. They shall provide practical opportunities for church members to be actively involved in the spreading of the Gospel locally.
3. They shall direct a visitation program to new comers.
4. They shall provide training on evangelism and outreach.
5. They shall plan and conduct events aimed at pre-evangelism and evangelism.
6. They shall review the Outreach Policy every three years.
7. They shall select among themselves the Head Usher. The Head Usher shall count and record attendance at all services. The Head Usher shall select ushers to assist in the greeting, seating needs, and comfort of the congregation, and receive the offerings during the church service.
8. They shall recommend to the church a budget each year to carry out the objectives of the Committee. This budget shall be presented to the church as part of the total church budget and shall be voted on by the church.

**Organizational Relationships**

This Committee shall consist of at least three members. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church.

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.

Chinese Faith Baptist Church  
Job Description

**Missions Committee**

**Job Summary**

This committee shall have general oversight of the missions ministry of the church.

**Duties**

The duties of the Committee shall include the following.

1. They shall endeavor constantly to keep the congregation aware that the Gospel is the message, the world is the goal, and the Christian is the instrument.
2. They shall be responsible for the education and the promotion of cross-cultural missions interest of the church.
3. They shall plan and promote missionary speakers and missions events for the church.
4. They shall plan and promote practical opportunities for the church to participate in cross-cultural missions experience.
5. They shall keep in contact with the missionaries supported by the church and relate the information to the congregation in a timely manner.
6. They shall review the needs of the church-supported missionaries and mission agencies, and present to the church recommendations for increase, decrease, or assumption of support as money is available.
7. They shall review the Mission Policy every three years.
8. They shall recommend to the church a budget each year to carry out the objectives of the Committee. This budget shall be presented to the church as part of the total church budget and shall be voted on by the church.

**Organizational Relationships**

This Committee shall consist of at least three members. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church.

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.

Chinese Faith Baptist Church  
Job Description

**Property and Finance Committee**

**Job Summary**

The Committee, in cooperation with the Treasurer, shall have general oversight of the church property and finances.

**Duties**

The duties of the Committee shall include the following.

1. They shall monitor the financial status of the church, advising other committees of the financial status of their budgets.
2. They shall review and approve non-routine bills, and authorize payment of same by the Treasurer.
3. They shall select appropriate financial institutions for all church accounts.
4. They shall appoint a person to serve as teller as needed to work with the Assistant Treasurer to count and deposit all monies.
5. They shall oversee all church property and liability, and take all necessary measures for protection, insurance and management.
6. They shall maintain and repair church property.
7. They shall set up guidelines and communicate them to the church regarding acceptance and issuance of receipts for monetary and non-monetary donations.
8. They shall purchase and maintain church equipment as authorized by the church.
9. They shall set guidelines concerning the use and loaning of church equipment.
10. After gathering all budget proposals from church officers and committees, they shall prepare the annual budget with the assistance of the Treasurer; and upon approval of the Board of Deacons, present the budget to the congregation for adoption at the April Business Meeting.

**Organizational Relationships**

This Committee shall consist of at least three members, including the Treasurer. It shall serve under the leadership of the Board of Deacons and shall be responsible to the church through the Board of Deacons.

The Chairperson of the Committee shall be an elected officer of the church.

Chinese Faith Baptist Church  
Job Description

**Qualifications**

All members on the Committee shall be active attendees of Chinese Faith Baptist Church in good standing, who evidences faithfulness in giving and attendance, and exemplary Christian character.