

VICTORIA BAPTIST CHURCH

DUTIES

OF

GENERAL OFFICERS

AND

COMMITTEES

SUNDAY SCHOOL

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The general officers of the Sunday School organization have the responsibility for the comprehensive Bible Teaching Program of the church. The Sunday School organization includes both the work traditionally understood by the term Sunday School, and also the extension activities.

SUNDAY SCHOOL DIRECTOR

The director is responsible to the church for planning, conducting, and evaluating the work of the Sunday School, based on the tasks: (1) teach the Biblical revelation, (2) reach persons for Christ and church membership, (3) perform the functions of the church within its constituency and (4) provide and interpret information regarding the work of the church and denomination.

The Sunday School Director will look to the pastor for counsel and leadership in the Sunday School. The pastor, in turn, will recognize and use the Sunday School organization as one of the most valuable resources for fulfilling the mission of the church.

The Sunday School director may invite the pastor to participate in Sunday School council meetings regularly or as often as the pastor's schedule permits.

The director's duties include:

1. Lead in determining organization schedules and approaches for teaching the Biblical revelation; reaching persons for Christ and church membership; and performing the functions of the church.
2. Recommend and assist when needed in enlisting workers required by the organization.
3. Interpret to workers the tasks and lead workers in setting goals for achievement.
4. Review with department workers and lead in recommending curriculum.
5. Lead in determining training needs and in planning and directing training activities.
6. Guide in communicating appropriate information to workers about the work of the church and denomination.
7. Lead in planning and evaluating activities related to performing the functions of the church.
8. Maintain records for evaluating progress.
9. Report periodically to the church on status of the program.
10. Guide other elected general officers in carrying out their responsibilities.
11. Receive requests for financial and physical resources from department directors and present appropriate needs to the church.

SUNDAY SCHOOL ASSISTANT DIRECTOR

The assistant Sunday School Director is responsible to the Sunday School Director for performing duties assigned to him/her by the director. These duties may include any combination of the following statements:

1. Assist in determining and directing the organization, schedules, and approaches which will accomplish the tasks.
2. Assist in discovering, recommending, and enlisting workers required by the organization.
3. Assist in conducting training activities necessary to carry out the tasks of the Sunday School.
4. Assist in publicizing the Sunday School.
5. Maintain records related to the Sunday School. (See duties suggested for the secretary).

SUNDAY SCHOOL OUTREACH DIRECTOR

The Outreach Director is responsible to the director of the Sunday School for planning, conducting, and evaluating efforts for reaching persons for Christ and church membership.

1. Assist in directing the outreach efforts of the Sunday School.
2. Cooperate and counsel with the Sunday School director in determining the organization, leadership, curriculum, schedules, and approaches for reaching persons for Christ and church membership and in development of specialized outreach skills.
3. Suggest resources to department directors and department outreach directors.
4. Assist department directors and outreach leaders in developing outreach plans, procedures and techniques.
5. Provide in cooperation with the church training program, training related to outreach activities.
6. Assist in interpreting the Biblical basis for, and present-day approaches to, reaching persons for Christ and church membership.
7. Maintain an updated file of prospects and assist appropriate leaders in making assignments to responsible persons.

SUNDAY SCHOOL SECRETARY

The secretary is responsible to the Sunday School director for compiling and evaluating records of the Sunday School.

1. Guide enrollment procedures for the Sunday School.
2. Maintain a master enrollment file of all phases of the Bible Teaching Program.
3. Assist appropriate department personnel in maintaining department records and summarize records.

DUTIES OF COMMITTEES

TELLERS COMMITTEE

1. Check envelop to see that amount agrees with what is on the envelope.
2. If any special designations, list and give to treasurer.
3. Chairman makes bank deposit and gives two copies to the treasurer.
4. A copy of the Summary of Receipts is given to the treasurer & church secretary. Special offerings and memorial offerings are listed on the back of secretary's copy.
5. Envelopes are to be given to Financial Secretary to record and then to be **carefully burned**.
6. All information as to who gives what and how much is to be kept **confidential** and should not be discussed.
6. Leave offering on table until the service is over, place in safe and will be counted the following Sunday.
8. The chairman will obtain extra help if needed.

SENIOR USHER COMMITTEE

1. Serve as host to all church services. Ushers should be in the foyer of sanctuary 30 minutes before service begins.
2. Greet and seat people in church services.
3. Take up collection during the morning service, unless other arrangements are made.
4. Welcome visitors and ask them to fill out a visitor card.
5. Assist pastor in every way possible making sure he receives visitor cards.

JUNIOR USHER COMMITTEE

1. Usher and take up offering on second Sundays or other specified Sundays.
2. Welcome visitors.
3. Chairman to instruct ushers what to do and when to serve.
4. Chairman may solicit help from chairman of senior ushers or other members of the senior usher committee.

BEREAVEMENT /VISITATION COMMITTEE

1. Send flowers at the death of a church member.
2. Keep up with the sick members of the church.
3. Report illnesses or deaths to pastor as soon as possible.
4. Inform church secretary of those wishing to be on prayer list in the bulletin.
5. Send cards from church to sick and sorrowing.
6. Visit in the name of the church to the sick, sorrowing, shut-ins, etc.

AIR CONDITIONING AND HEATING COMMITTEE

1. This committee has complete charge of the air conditioning and heating facilities.
2. To insure A/C and heating units are programmed to eliminate waste.

AUDITING COMMITTEE

1. To see that the treasurer's books are audited yearly at the close of the church year.
2. To report at first church business meeting of the year or as soon as possible.
3. To make recommendations to the church for any changes they think would make for a better and more efficient operation.
4. To report to the church any transaction or entries they feel should be brought to the attention of the church.

BAPTISMAL COMMITTEE

1. To see that the Baptismal pool is ready for the baptism.
2. To see that baptismal gowns are ready and rugs on floor.
3. Assist pastor and candidates to prepare for the baptism. (contd)

4. To see that the pool is emptied after each service and gowns & rugs are cleaned.
5. Notify all candidates for baptism and given them needed instruction or assistance.
(Candidates should bring a change of underwear, towels, hair dryer, comb/brush.)

FINANCE COMMITTEE

1. To prepare and present the church budget.
2. To see that church organizations operate within budget and that church money is used as designated.
3. Stress conservative spending with all committees and strive to avoid waste.

FLOWER COMMITTEE

1. To provide floral arrangements in the church and in other portions of the building when and where needed.

VAN COMMITTEE

1. Insure the van is kept in proper running condition. This includes regular oil changes, tune-ups, state inspections, state license and town stickers.
2. The van should be started and driven at least once a month.
3. Make recommendations to the church for needed repairs (except in emergency situations).

PRAYER COMMITTEE

1. To receive prayer requests between Sundays or in emergency situations and make intercessory prayer as requested.
2. Chairman notifies pastor of need and activates the Prayer Committee.

TRANSPORTATION

1. To provide transportation for members who are unable or need assistance in getting to doctors appointments, etc.
2. Chairman will coordinate any long term request for assistance.

HISTORY COMMITTEE

To collect, conserve and file in the church office or history file storage room all vital records and to make them available for the use of all who need them.

Though the committee can't expect to find all the records of the church's past, it should find as much material as possible in the following categories. (contd.)

1. Legal papers and records (or copies thereof) (contd.)
 - a. Church's covenant
 - b. Charter
 - c. Property deed etc. or show on record where the information is stored.
2. Minutes of business meetings, deacon meetings
3. Membership records
4. Financial records
5. Reports and records of the:
 - a. Sunday School
 - b. Vacation Bible School
 - c. WMU
 - d. Brotherhood
6. Church bulletins and publications
7. Associational and Convention Records
8. Pictures and miscellaneous materials
9. Make adequate record of current affairs and whatever you think would be interesting and helpful for future reference.

HOSPITALITY COMMITTEE

1. To arrange for meals and lodging for guest minister and music director when invited by church to conduct revivals or special services or supplying the pulpit in the pastor's absence.
2. To plan & arrange for receptions, fellowship dinners, funeral luncheons etc.
3. Arrange luncheons, dinners for special groups.
4. Help with special functions as needed and insure that the kitchen is left clean afterwards including washing dish cloths and towels.

KITCHEN COMMITTEE

1. Kitchen Committee Chairman is to purchase supplies to be used in the kitchen.
2. Keep accurate record of church utensils, appliances, dishes, etc. If any items are to be borrowed or loaned out, this should be checked out properly and recorded by the Chairman to see that it is returned in order.
3. Check kitchen area occasionally to insure that it has been cleaned after functions.

LIBRARY COMMITTEE

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1. Keep library books in order and repaired.
2. Select and order new books keeping within budget. All orders are to be authorized by the chairman.
3. Keep card file.
4. Have library open one afternoon a week for an hour or so if possible.
5. Encourage use of church library by announcements, posters, etc.
6. Keep visual aid material and record file of other church and teaching aids.

LORD'S SUPPER ORDINANCE COMMITTEE

1. Prepare for Lord's Supper on 1st Sunday and other special services as needed.
2. See that ample supplies of cups are on hand. Report to church secretary when it is time to order.
3. See that table is cleared after service and communion set is put away properly.
4. See that set is kept polished and table cloths laundered.

MUSIC COMMITTEE

1. Music Committee Chairman will serve as General Chairman of all choirs.
2. Organize and direct music programs for the church.
3. Arrange practices.
4. Select and order music keeping within the church budget.
5. General Chairman to authorize all expenditures and send bill for payment to church treasurer.
6. Keep robes in order for all choirs.
7. Keep music in order for all choirs.
8. Encourage and use young people in the music program if possible. Encourage Young people to play between Sunday School and church if possible.
9. Provide pianist and/or organists for worship services.

NURSERY COMMITTEE

1. Make nursery schedule for the church year and see that everyone on the schedule receives a copy.
2. See that the nursery is open during morning worship service.
3. Have adequate attendants to care for preschool children of parents attending the worship service.
4. See that essential equipment is available and kept clean. (contd.)

5. Have nursery opened during revivals and special services.
6. Nursery workers should make other arrangements for someone to take their place if they cannot serve on their assigned Sunday.

PROPERTY COMMITTEE

1. Chairman shall call meetings.
2. To discover mechanical and structural faults before they become acute and repair properly in keeping with the budget; making recommendations to the church concerning repairs and improvements. (Continued on next page)
3. To see that church building and grounds are kept clean and attractive, rooms properly lighted, free of clutter, and broken equipment etc.
4. Supervise painting & building repairs.
5. Purchase equipment & Maintenance supplies.
6. Arrange & supervise maintenance of church grounds and janitor service and see that cleaning is done thoroughly. (This can be done by one person.)
7. Check regularly so that maximum safety will be provided and abide by all rules of fire safety.
8. Change and/or clean air filters twice yearly in air conditioning and heating units in the church and Sunday School buildings, including the Pastor's Study and Church Office.
9. Heat pumps in Sanctuary should be checked and serviced annually. Also, replace air filter.
10. See that elevator is inspected annually.
11. Fire extinguishers should be checked annually by the Victoria Fire Company and tagged for safety and insurance purposes.
12. Annually inspect the parsonage for maintenance repairs and paint, giving the pastor advance notice of the visit.
 - a. Check all fire extinguishers and smoke detectors, replace batteries.
 - b. Check heating and cooling units, changing filters as necessary.

PUBLIC RELATIONS COMMITTEE

1. To keep church program before our people and the public through church bulletins, announcements in newspaper, and through circulars and letters to the congregation.
2. To report activities of our church to press where general interest warrants it.
3. Promote any advertising for church programs, special occasions like revivals, etc.

BENEVOLENCE

1. Receive request for monetary assistance from members or others.
2. Chairperson will consult with Pastor on all requests.

RENTAL PROPERTY

1. To insure that rental property is kept in good condition.
2. To act on behalf of the church in the rental of the property and make recommendations to the church on improvements, repairs or other matters pertaining to the management of the property.

SOUND SYSTEM OPERATORS

1. To insure that a member is available to operate the sound system in the sanctuary on Sunday mornings and at other times as requested.
2. To insure all operators are properly trained in the use of the sound system equipment.

SOUND TECHS/TECHNOLOGY

1. To insure the sound system in the sanctuary and others parts of the church is kept in proper working order.
2. To insure the projector and screens are kept in proper working order in the sanctuary.
3. To make recommendations to the church on the purchase of replacement or additional equipment.

PROJECTOR OPERATORS

1. To operator the projector and computer when needed for worship services or special programs.

CHRISTMAS PROGRAM

1. To coordinate the annual Sunday School Christmas program.
2. To insure all Sunday School classes have the opportunity to be involved with the program.

YOUTH COUNCIL

1. To assist the Pastor in planning and implementing programs and activities for the youth.

CHILDREN'S COUNCIL

1. To assist the Pastor in planning and implementing programs and activities for the children.

CHILDREN'S CHURCH COORDINATOR

1. To recruit individuals to serve this ministry each Sunday.
2. Make yearly schedule for individuals and the church office.
3. To insure appropriate teaching materials are available for use in this ministry,

NEW MEMBERSHIP TRAINING

1. To insure that new members are aware of the programs and opportunities for service in the church.

SPECIAL PROGRAMS

1. To plan and implement special programs for the church (Homecoming, Pastor Appreciation Day, etc).
2. To insure assistance and materials are available to implement the program.

ASSOCIATIONAL EXECUTIVE COMMITTEE

1. To represent the church at the Southside Baptist Association Executive Committee meetings.
2. To share with the church as necessary information from these meetings.