

Grace Baptist Board Responsibilities

Stewardship:

The stewardship board is a lay-led team responsible for safeguarding the church's financial health and caring for its facilities. Each month, the board reviews and tracks the church's financials - monitoring income, expenses, giving patterns, and budget alignment-to support transparent and responsible decision-making.

Duties and responsibilities:

Budget

- Solicit annual budget requests from individual boards.
- Prepare annual budget in keeping with the Grace's vision of itself as first and foremost a ministering congregation. Present to Covenant Participants for approval.

Financial

- Work with Church Secretary to prepare Monthly Financial Statements.
- Make Monthly Financial Statement available to all members at Church Conference.
- Review banking records on a regular basis.
- Monitor regular monthly spending.
- Approve expenditures less than 2% of annual budget.

Property

- Maintain and upgrade all real property, grounds and equipment.
- Supervise the acquisition of any new properties purchased by Grace.

Committee Supervision

- Kitchen Coordinator
- Grounds Committee

Other

- Nominate Trustee members as needed and forward to Cabinet.
- Make sure facility is locked after functions.
- Inventory consumables and resupply
- Communicate cleaning instructions
- Coordinate mowing list.

Education Board

This board will be responsible for all phases of religious education.

Duties

- Plan, administrate and coordinate all phases of the education and training of Grace.
- Coordinate the ordering of all educational materials and receive requests for other teaching supplies and aids.
- Management of any church-owned educational equipment.
- Coordination of all Sunday School teachers and programs.
- Coordination of all volunteers for Second Hour with the Children.
- Research the field of religious education and provide recommendations for improvement in any phase of educational ministry.

Worship Board

The Worship Board serves as a sounding board (or think tank) for the minister and music director to assist with planning and coordinating worship events - providing and encouraging members to share special skill/gifts to help create where ship experiences.

- Schedule and plan worship events related to special times in the life of the church (Baptism, Baby dedication, Anniversary Sunday, joint services with other congregations). This will include setting dates for those events not already scheduled on the calendar for the church year and providing leadership as needed.

-work with minister to secure substitutes when minister is planning to be out - possibly using church members to speak as Voices of Grace.

- Coordinate opportunities for congregation to participate in special matters such as liturgical dance, making banners, Chrismos, etc. Listen to, talk with and as needed, survey congregation regarding specific needs for worship. Evaluate effectiveness, reception by the congregation, etc. after seasonal worship events.

- Evaluate and secure worship resources as needed, such as decorations/props, music, hymnals, etc.

WORSHIP EVENTS

Thanksgiving Eve Service:

- help secure speakers for our interdenominational service, including friends from the Jewish synagogue, the Muslim congregation and others
- The board members provide refreshments for a time of fellowship following that service.

Lent and Advent:

- theme, including symbols or props if needed
- drama, dance, readings, litanies
- setting up worship area
- brainstorming with minister on sermon topics

- creating an appropriate worship setting
 - creating/designing worship bulletins - design, paper - to add to worship theme
- Lenten Planning:
- Shrove Tuesday (Deacons prepare meal / Education Board entertainment / ?? - setup?)
 - Ash Wednesday - coordinate with minister - have ashes (made from palms of previous years Palm Sunday)
 - Holy Week / Palm Sunday, Maundy Thursday and/or Good Friday, Sunrise Service - work with minister to coordinate

Advent Planning:

- purchasing greenery including the Chrismon tree
- making memorial Chrismon ornaments for deceased members of that calendar year

Committee Supervision

Flower Committee

Mission Board

The Mission Board is responsible for identifying opportunities for Grace Baptist Church to benefit the community both locally and globally.

Membership

The Mission Board membership is a voluntary membership, consisting of at least 5 members and one chairperson.

Meetings

The Mission Board will meet monthly as needed. The agenda will be set by the Chairperson. Minutes will be typed and sent to the Cabinet.

Duties

- Coordinate offerings for Lent, Seasons of Grace and Advent; choosing by consensus the agency in need and how the agency will use the funds. The agency choice, the monetary goal and related information will be communicated to the Cabinet and Church Body.
- Coordinate other special offerings and activities, using the above process.
- Develop the Annual Mission Budget that accounts for the church's contributions to local and global missions.
- Identify and coordinate volunteer opportunities in local agencies.
- Communicate mission information to the church as needed.

Deacons

The Deacon Board serves the Grace community by offering care, connection, and support to our congregation. We work closely with the pastor to ensure that every member of our church family feels seen, supported, and valued.

Each deacon maintains regular contact with an assigned group of families and individuals, providing encouragement, prayer, and assistance as needs arise. Whether you are seeking prayer, going through a difficult time and looking for resources, or simply needing a friend, your deacon is here for you. We are here to be available when the pastor may not be, offering a caring presence in times of need.

Our role is rooted in compassion, listening without judgment, and responding with empathy and respect. We strive to build meaningful relationships with you while promoting confidentiality and trust.

In addition to pastoral care, the Deacon Board helps facilitate important aspects of church life, including welcoming new members, coordinating baptisms, and preparing communion on the third Sunday of each month.

Duties

Financial

- Deacon Discretionary Fund: To be used to discreetly support financial needs of members.
-

Committee Supervision

- Careline- contacting participants who do not receive email communication.
- Welcoming Committee- meeting with and recognizing folks who wish to become official members.

Communion is 3rd Sunday of each month. 2 Deacons are needed. Coordinate preparation of the elements.

Event Planning

- Shrove Tuesday
- Easter Morning Breakfast
- Christmas Family Potluck
- Misc. Fellowship Opportunities

Cabinet

The Cabinet shall coordinate the work of all officers and boards and shall determine and direct the relationship between officers, boards, standing committees and temporary committees.

Duties

Budget

- Review the budget prepared by the Stewardship Board and prepare for recommendations to the church membership.

Church Conferences

- Prepare the agenda for Church Conferences.
- Approve any presentations from Boards and/or committees on any items that require congregational participant vote.
- Call a church conference according to the Church Covenant, at least bi-monthly.

Nominations

- The Cabinet shall be the nominating committee for the Officers, Deacon, Stewardship, Mission, Worship and Education Boards, Personnel Committee, the Pastoral Search Committee (as needed), all committees including standing committees and chair of the Cabinet.

Committee Supervision

- Personnel
- Covenant
- GIFT

Meetings

- Will meet at least 10 times per year
- Board chairs will report their board activities and committees activities
- If there are co-chairs for Boards, only one vote per Board
- Board Chairs may proxy their vote or vote electronically if they are not in attendance
- Cabinet Chair is a voting member
- Clerk is not a voting member