

NORTHMINSTER BAPTIST CHURCH **STANDING COMMITTEES**

(Approved by the Board of Deacons on November 12, 2017)

ADOPT-A-SCHOOL COMMITTEE

In cooperation with the policies set up by Partners in Education of the Jackson Public Schools, the Adopt-A-School committee provides volunteers for active involvement in meeting the needs of students and faculty of Spann Elementary School.

ADULT MINISTRIES COMMITTEE

This committee, with the participation and cooperation of the church staff, will direct and oversee the program of activities and education directed to adult members of the church, such as Sunday School, Sunday evening programs, adult retreats or conferences. It will consult with members and teachers of adult Sunday School classes in selection of curriculum materials. It will evaluate the need and resources available for establishment of new Sunday School classes and other adult programs. It will examine for implementation the recommendations of the Long Range Planning report.

BAPTISM/COMMUNION COMMITTEE

This committee arranges and prepares for baptismal services and is responsible for cleaning up following all baptismal services. It is responsible for providing adequate assistance and supervision for changing clothes after baptism. It is also responsible for obtaining necklaces and communion cups for the members being baptized. This committee is responsible for preparing the elements for use in the Lord's Supper, for maintaining the communion service, and for cleaning up following communion. All committee members assist with both baptism and communion as they occur throughout the year.

BARBARA OLIVER FUNDS COMMITTEE

This committee confidentially administers the funds of the Barbara Oliver Benevolent Fund and the Barbara Oliver Good Works Ministry Fund. The Barbara Oliver Benevolent Fund exists to financially assist Northminster members who are experiencing significant illness. The Barbara Oliver Good Works Ministry Fund assists with ministry opportunities for individuals with a relationship to Northminster Baptist church and/or the Northminster Youth Group. This committee will be a six-member committee composed of one representative from the ministry staff, the past deacon chair, past mission chair, church treasurer, one member from the current deacon board, and one member at large appointed by the committee. All members of the ministry staff are also ex-officio members.

BUILDING MAINTENANCE SUPERVISION COMMITTEE

This committee is responsible for supervising the ordinary and routine care and maintenance of all church building properties, and for making recommendations to the Board of Deacons as to proposed major improvements or repairs. Additionally, the committee is responsible for assuring that all mechanical, electrical, and plumbing systems are functioning properly before Sunday morning services.

BUILDING UTILIZATION COMMITTEE

This committee's responsibility is to carry out the policies for the use of the church buildings by groups not associated with Northminster, whose policies are consistent with the purposes of Northminster as expressed in the covenant. When the committee finds that such use is in accord with the general welfare of the community, the committee may grant permission for occasional or special use. Before permitting long-term usage, this committee shall make a recommendation to the deacons and secure their approval. This committee is also responsible for evaluating and applying existing policies relating to use of the church buildings for weddings, funerals, and other events. At such events, the committee may provide one of its members to serve as a host and liaison with the church.

CAREGIVING COMMITTEE

This committee will direct a lay caregiving program at Northminster to involve a core of Northminster members in a training program to serve as outreach persons to members and friends of the congregation. The committee will guide and supervise this program in action.

CHILDREN'S MINISTRIES COMMITTEE

The Children's Ministries Committee, with the participation and cooperation of the church staff, will direct and oversee the church's program of care and spiritual formation for children ranging in age from infancy through sixth grade. This committee may also serve as a resource for the Nominating Committee as it selects teachers and leaders for various children's classes and activities.

COLUMBARIUM COMMITTEE

This committee implements the policies and regulations relative to columbarium use and oversees the day-to-day use and activities of the columbarium.

DEACON NOMINATING COMMITTEE

This committee is responsible for preparing a slate of nominees to be presented to the congregation for the election of deacons at the annual meeting in September. Refer to Bylaws, Article VI, for complete details.

DENOMINATIONAL RELATIONS COMMITTEE

This committee is responsible for studying and reporting to the congregation concerning relationships and affiliations between this church and other cooperating Baptist congregations and organizations. The committee is responsible for making recommendations to the Board of Deacons and the congregation concerning the allocation of the church's financial and other resources among such organizations and other local, national and worldwide Baptist mission and educational endeavors.

EDUCATION LEADERSHIP NOMINATING COMMITTEE

This committee shall recommend to the congregation nominations for education leaders of the church, including Sunday School leaders and teachers, and Sunday evening leaders, as provided by the Bylaws. It will also be responsible for filling vacancies occurring during the church year.

FELLOWSHIP COMMITTEE

This committee is responsible for planning and arranging fellowship activities, such as making Sunday morning coffee, picnics, church suppers, and other special events. It will examine for implementation the recommendations of the Long Range Planning report.

FINANCE/STEWARDSHIP COMMITTEE

This committee is responsible for analyzing the church's financial needs and possibilities, for preparing and recommending an annual budget, for the subscription of the budget, and for reviewing and approving expenditures within the scope of the budget. It will examine for implementation the recommendations of the Long Range Planning report. Designated committee members will be responsible for counting, securing and reporting church collections following each Sunday morning worship service.

FLOWER COMMITTEE

This committee is responsible for making arrangements to have flowers in the building on Sunday and on other occasions when it seems proper, and for the upkeep of the supply area behind the pulpit used by the committee.

GREETER COMMITTEE

The function of this committee is to enlist and train volunteers for the Greeter's Team and to schedule greeters from the Greeter's Team each Sunday morning to welcome/greet visitors to Northminster before and during the Sunday School hour and before and during the worship hour. Greeters are to be an extension of the Northminster family during this time to make certain that visitors are guided to desired areas of worship. Greeters aid the ushers in preserving a worshipful atmosphere and to be cognizant of those visitors attending our services. Following the worship service, members of the Greeter Committee also assist in the Narthex by facilitating the welcoming and greeting of new members joining the church immediately after the worship service.

HISTORY COMMITTEE

This committee is responsible for recording the significant events in the life of the church and preserving and caring for photographs and records related to the history of the church.

INSURANCE COMMITTEE

This committee shall analyze the insurance needs of the church and make periodic re-evaluations as necessary. It shall make appropriate recommendations to the Board of Deacons as well as advise other committees on various risk management issues, policies and procedures.

LANDSCAPING AND GROUNDS COMMITTEE

This committee is responsible for supervising the ordinary and routine care and maintenance of all church grounds and for making recommendations to the Board of Deacons as to proposed major improvements or repairs.

LIBRARY COMMITTEE

This committee is responsible for directing the acquisition and organization of books, audiovisual materials, and other library materials necessary for effective library use. It also will supervise the use, promotion and management of the library. It will examine for implementation the recommendations of the Long Range Planning report.

LONG RANGE PLANNING COMMITTEE

This committee shall study the church's overall program and long range needs and shall make appropriate recommendations to the Board of Deacons. It shall be responsible for monitoring the implementation of the adopted plan and to update the plan as the studies indicate.

MISSIONS COMMITTEE

This committee is a research unit for Northminster in the area of needs outside the immediate church family. The committee is authorized to expend funds, as authorized by the budget to individuals or groups. Recommendations on expenditures in excess of \$2500 per year to a single new donee shall be forwarded to the Board of Deacons. The committee shall report to the Board of Deacons and the congregation on the direct and local missions programs on at least an annual basis. The committee is also charged to develop projects that involve the Northminster members in the work of missions. It will examine for implementation the recommendations of the Long Range Planning report.

PERSONNEL COMMITTEE

This committee, with the participation and cooperation of the pastor, shall periodically survey and determine the church's staff needs, shall define the duties of church staff members, and shall supervise and review the performance of staff members. When requested and authorized to do so by the Board of Deacons, it shall review and employ staff members. It shall make recommendations annually to the Finance Committee as to compensation and benefits for staff members and, within the parameters established by the church's budget, it shall determine such compensation and benefits. It will examine for implementation the recommendations of the Long Range Planning report.

PULPIT SUPPLY COMMITTEE

This committee, in consultation with the pastor, shall be responsible to secure appropriate leadership to conduct services in the absence of the pastor. The chairperson will be responsible for making arrangements with the Financial Secretary for payment of the honorarium. When the position of pastor is vacant, the committee may make recommendations to the congregation as to employment of an interim minister to act as worship leader and/or interim minister of pastoral care. The committee shall consult with the Board of Deacons before engaging a minister to provide leadership for extended periods of time.

SENIOR ADULT MINISTRIES COMMITTEE

This committee will offer the opportunity for members over 60 to participate in activities that will promote a sense of being connected to one another and to Northminster. These activities will promote spiritual, educational, and social enrichment. Planning and selection of leadership for each event will be by the committee. Volunteers from outside the committee will be enlisted to accomplish its purposes.

SPECIAL GIFTS COMMITTEE

This committee shall establish policies and procedures for accepting and expending special gifts to Northminster. The committee shall decide whether each gift shall be accepted. They shall also be responsible for supervising the general memorial funds of the church. Minutes of each meeting shall be recorded and kept in the office of the Church Clerk. One member of the committee will also be a member of the Finance Committee. The chairperson shall report actions of the Special Gifts Committee no less than annually to the Board of Deacons.

TECHNOLOGY COMMITTEE

This committee oversees the church's various technologies (e.g. website, audio/video recording and streaming, online giving, digital archiving, etc.) to make sure systems are coordinated and optimized. This committee may delegate its work to various subcommittees, such as the Audio Subcommittee, which is responsible for operating the church sound system during worship. The Technology Committee may also assist the staff in evaluating and making recommendations to the Board of Deacons or the congregation as to major purchases of equipment to assist in worship, music, education and other ministries of the church.

USHER COMMITTEE

This committee is responsible for enlisting and coordinating persons to greet worshipers, usher people to seats, receive the offering, assist in the worship service, and perform the necessary actions relating to these functions.

VACATION BIBLE SCHOOL COMMITTEE

This committee is responsible for working with the Associate Pastor in selecting curriculum, planning the dates, times and format of Vacation Bible School, and making the necessary arrangements and publicity for bringing VBS into fruition.

WEDDINGS/FUNERALS/SPECIAL CEREMONIES COMMITTEE

This committee with the participation and cooperation of other key committees and church staff will evaluate and implement policies and/or procedures relating to weddings, funerals, and other special ceremonies. Also this committee is to enlist and train volunteers to serve on a Host Team for Weddings and a Host Team for Funerals and to schedule those Hosts as appropriate to assist with Weddings and Funerals.

WIDER NET MINISTRIES COMMITTEE

This committee works with the Associate Pastor for Community Ministry to guide and nurture Northminster's efforts to build and grow significant relationships and programs of caring with the Mid-City/Georgetown area of Jackson. This committee also administers disbursements from the Wider Net Ministries Designated Fund.

WORSHIP AND MUSIC COMMITTEE

This committee is responsible for working with the pastor in planning the liturgy and other portions of worship services. It shall cooperate with the Minister of Music in overseeing the music ministry for all age groups in the church. It will examine for implementation the recommendations of the Long Range Planning report.

YOUTH MINISTRIES COMMITTEE

This committee, with the participation and cooperation of the church staff, will direct and oversee the church's program designed to provide junior and senior high school age youth with meaningful experiences in recreation, entertainment, study, and Christian development.

The Committee on Committees is responsible for annually designating the chairs and members of the standing committees. (Bylaws, Article VIII, Sections 1, 2, 3 and 4.)