

Policies and Procedures Part 3b

CHURCH COMMITTEES

Nominating Committee

PURPOSE

The Nominating Committee will prayerfully consider the spiritual gifts of church members and nominate them to serve in the positions of the church on an annual basis.

DUTIES

1. Identify the current positions and any new positions that may be needed at the church for committees, teaching, and serving.
2. All current positions will be for a one (1) year term starting on September 1 of each year, except the Nominating and Finance Committees which are for three (3) year terms.
3. Contact church members in good standing and confirm their willingness to fulfill the duties of the specified positions for the designated terms.
4. If a serving member leaves a position before the term is up, it is the responsibility of the Nominating Committee to recruit someone to fill the position for the remainder of the term.
5. Prepare a written slate of nominees for each position to present to the church at a business meeting that will be voted and approved by the church membership prior to September 1.
6. The members of the Building and Grounds Committee and the Deacon Body will be included in the slate of nominees, but the members will not be voted upon by the church membership since these committees are determined by other means.

SELECTION AND TERMS OF SERVICE

1. The Nominating Committee will consist of three (3) church members who will serve a 3 year term.
2. When possible, Nominating Committee members should not be from the same family unit, i.e., spouses, parents, children, etc.
3. The member that is on their third year of service will be considered the Chairman of the Nominating Committee and will present the slate of nominees for all positions at a business meeting prior to September 1.

Finance Committee

PURPOSE

The Finance Committee will prepare a yearly church budget starting on September 1 of each year.

DUTIES

1. Track the church income and expenditures monthly from the Treasurer Reports to identify any trends where the church is over/under the current monthly budget for all budget items.
2. Prepare the yearly church budget and identify the budget items that have changed from the previous year's budget – whether higher or lower than tracked expenditures.
3. Once the Finance Committee has prepared the yearly church budget, it needs to be put in written form and presented to the church at a business meeting prior to September 1 to be voted and approved by the church membership.

SELECTION AND TERMS OF SERVICE

1. The Finance Committee will consist of three (3) church members who will serve a 3 year term.
2. Candidates for the Finance Committee will be selected by the Nominating Committee.
3. When possible, Finance Committee members should not be from the same family unit, i.e., spouses, parents, children, etc.
4. The member that is on their third year of service will be considered the Chairman of the Finance Committee and will present the yearly church budget at a business meeting prior to September 1.

Building and Grounds Committee

PURPOSE

The Building and Grounds Committee will be responsible for the maintenance of the church grounds and buildings.

DUTIES

1. Maintain the church buildings and grounds, including the parsonage.
2. If it is determined that repairs are needed and the cost is less than \$500, the Building and Grounds Committee can purchase any necessary items and present a receipt to the Church Treasurer for reimbursement. Repairs over \$500 will need to be presented to the church to be approved at a business meeting.
3. The Building and Grounds Committee can use the designated Building Fund for any expenditures that are over \$500 and approved by the church.
4. If the Building Fund will not cover the expense, alternate funding (i.e., General Fund, Special Offering, etc.) may be presented and approved by the church.

SELECTION AND TERMS OF SERVICE

1. The Building and Grounds Committee is voluntary and will consist of any church member that would like to serve in caring for the church. The Nominating Committee will post the current members of the Building and Grounds Committee in the slate of nominees for reference, but the members will not be voted on by the church membership.
2. There is no limit to the number of years that a Building and Grounds Committee member may serve.