

Burbank First Baptist Church Committee Descriptions

General Guidelines

Committee reports are to be made to the church body at the regular business meeting.

Each committee shall elect its own chairman each year.

Committee members will be duly presented by the nominating committee each August for approval by the church. Any vacancies that need filled during the year will also be presented for church approval by the nominating committee, upon consultation with the affected committee chairman, the month following the vacancy to fill the expired term.

It shall be remembered that the power of each individual committee is advisory and suggestive only, except where the church has delegated authority in specific cases to spend available funds.

The Pastor will be an ex-officio member on all committees unless specifically designated as a member.

Constitution and By-Laws committee designation:

Auditing

This committee shall consist of two (2) members. The treasurer shall not be a member of this committee. The duty of this committee is to perform an audit of the treasurer's books on an as needed basis. This audit shall consist of verifying all deposits and expenses for the period being audited. A report

shall be made to the church body during the next regularly scheduled business meeting. Should the treasurer resign the books must be audited. Bank statements and check book ledger will be used to verify all deposits made and checks written.

Baptismal

The duty of this committee include filling, heating, and draining the baptistry for baptismal service. Should a baptismal service be arranged outside the church, the committee will assist the Pastor in providing the necessary equipment for baptism, if needed. The committee will assist the baptismal candidates and Pastor during the baptismal service.

Building & Grounds

The duty of this committee shall be to plan, order and supervise expansion, repairs, maintenance and decorations of all church property, including church buildings, grounds, furniture and equipment.

Specific duties include:

1. Set and supervise a work days to perform general clean-up and fix-up of church properties.
2. Furnish the necessary supplies and equipment to maintain a clean and safe facility.
3. Develop and maintain a comprehensive maintenance program for the continuous upkeep of the church properties.

Finance

This committee shall consist of three members. The church treasurer will serve as an ex-officio member.

Specific duties include:

1. Prepare a proposed budget each September for presentation at the October business meeting. The proposed budget will be printed in the Sunday bulletin prior to the October business meeting.
2. To keep the church informed of the church's financial standing. The Finance committee will meet as needed to prepare for a church business meeting.
3. To see that all bills are promptly paid and receipted.

Music & Worship

The Music and Worship committee shall consist of the current Music Director, Assistant Music Director, Pianist and any assistants.

Specific duties include:

1. Maintain and supervise the care of all church owned musical instruments, music, and sound equipment.
2. Plan and promote special programs including cantatas, revivals, adult and children's choir and incorporate the music program into a worship experience at every service.
3. Enlist members to become an active part of the music ministry

Nominating

This committee shall be elected at the July business meeting each year. It shall consist of three (3) members plus the current Sunday School Director. The duty of this committee shall be to nominate teachers, committee members and officers. All nominated member's acceptance of the position will be verified before presenting them to the church.

By Laws

This committee shall consist of two (2) members who meet on an as needed basis to review and propose recommendations for revisions to the Constitution and By-Laws. They shall be presented at a regularly scheduled business meeting for approval. As a general rule, all recommendation shall be considered at one business meeting and voted for adoption at the next business meeting. This is to insure that enough time will be taken to evaluate the impact of such recommendations.

Fellowship

This committee function has been divided over the years into the following committees to provide maximum benefit for church activities.

Special Days

This committee shall lead in planning of fellowship and presenting of special gifts or honors which relate to the entire church. This may include a reception for a new Pastor, any retiring Pastor, church anniversary or a church-wide fellowship such as a Fall Festival or Sweetheart Banquet for Valentine's day. During revivals this committee shall arrange for accommodations and meals for all visiting ministers, evangelists, singers, and other special guests as needed.

Funeral Dinners

This committee shall provide a family meal in the death of a church member or regular attender. In the death of any community citizen this committee will make certain the deceased's family has the necessary provisions this church would extend to any of its own members. Outreach to the community is of utmost importance.

Cards

This committee shall insure that cards are sent to

individuals or families to provide information about church activities as needed. A get well card should be sent to all members who have been sick or hospitalized. Cards may be sent for any occasion deemed necessary to encourage fellowship and church attendance.

Kitchen & Janitorial

This committee shall supervise the kitchen as to equipment use, purchasing supplies, personnel, and usage according to any kitchen policy as adopted by this committee. Arrangements will be made to insure that the church facilities are cleaned and that supplies are available on an as needed basis.

Flowers

This committee shall consist of two (2) members.

The specific duties include:

1. Provide the floral arrangements in the church building. The committee shall be responsible for securing, arranging, and disposing of the flowers as well as giving proper attention to all essential supplies.
2. Provide flowers for special occasions such as Mother's Day.
3. Provide floral arrangement in the death of a church member or regular attender, and certain other deaths on church body approval.

Ushers

This committee shall be responsible for being door greeters and offering takers.

The specific duties include:

1. To open the door for, greet, and give a bulletin to all persons as they enter the church building for worship and Bible Study.

2. To assist in the seating of all who attend worship services and direct all who come for Bible Study and other church functions.
3. To receive the offering at all services and offer the offertory prayer when invited by the Pastor.
4. To greet every guest personally and offer any help they may need.

Temporary Committees developed over the years to fulfill specific needs.

Missions

This committee was designed to address church mission field opportunities. Initially, our Vacation Bible School activity was developed and this Missions committee chairman served as the Vacation Bible School Director. This committee will insure that any missions activity will be planned and coordinated to use as many of the church members as possible. The focus should be presentation of the Good News of Jesus Christ and assisting attendees in developing a permanent and on going relationship with Jesus Christ.

Bulletin Leaders

This committee consists of two (2) individuals who are responsible for insuring the church bulletin are prepared for every Sunday morning worship activity. The bulletin should include an order of service for the Sunday service, any announcements for the coming week or month and prayers requests. Committee members may decide to share this responsibility by taking turns performing this function a month at a time.

Communion

This committee shall consist of two (2) individuals who will prepare the components for the scheduled Lord's Supper commemoration as directed by the Pastor. The grape drink and communion bread shall be purchased and kept fresh for each service. Special care will be made by preparing the table designated for the Lord's Supper commemoration with appropriate table covering.

Benevolence

This committee shall consist of three (3) individuals who will receive requests for assistance with unpaid utility bills, medication and any other unplanned encumbrance that places an individual or family in a compromising position. The committee will confer with each other as to how the need may be handled. Since we are not an institution that primarily handles finances on a regular basis, the committee should be aware of other agencies who could possibly assist individuals with unplanned encumbrances. The goal of this committee should be one of assistance in providing for spiritual need as well as financial need for those requesting aid.

Telephone Prayer Chain

This committee currently consists of two (2) individuals. One will be serve as the chairperson. This committee shall be responsible for using the telephone to notify the church family of specific prayer need. Church members are encouraged to call the designated primary contact who in turn will call others to inform them of the need for prayer. It will be up to the committee chairperson to assign others to assist with prayer need notification.