

The Woods Baptist Church Committees

Updated October 17, 2013

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Baptismal

Type: Standing Committee

Purpose: To assist the pastor in preparing candidates for the ordinance of baptism.

Composition: Not less than four members.

Responsibilities

1. To see that baptismal dressing rooms are clean, neat, and suitably furnished prior to baptismal services.
2. To be available in the dressing rooms just before baptismal services to help the pastor and the candidates be ready for the baptisms.
3. To see that baptismal robes are in good condition, that ample towels are available, and that robes and towels are laundered and stored after baptismal services.
4. To see that baptismal rooms are left clean and straightened after baptismal services.

Budget & Finance

Type: Standing Committee

Purpose: The purpose of this committee shall be to promote biblical stewardship in the church by developing an annual budget and administering the budget and financial program of the church.

Composition: The committee shall be composed of the Church Treasurer, the Assistant Treasurer, and not less than five (5) rotating members including at least one deacon. Persons elected to serve on this committee should be committed church members, concerned for the overall ministries of the church. They should have a good working knowledge of business affairs and exhibit sound fiscal responsibility.

Responsibilities

1. To present an annual operating and capital budget to the church by no later than the November regular business meeting.
2. To administer the church-approved budget throughout the fiscal year.
3. To recommend policies to the church for the taking of special offerings.
4. To recommend policies to the church for accepting designated gifts.
5. To be responsible for prudent administration of all funds on deposit in church accounts.
6. To present monthly financial reports to the church.
7. To promote biblical principles of stewardship throughout the church family.

Building

Type: Special Committee

Purpose: To implement Phase 1 of the Master Site Plan adopted by the church family on August 31, 2003.

Composition: Not less than seven (7) members

Responsibilities

1. To oversee all aspects of the Phase 1 building project including detailed planning, construction, and occupation of the new facility.
2. To select a suitable architect for the project and bring a recommendation to the church for adoption.
3. To work with the architect in developing floor plans and construction documents to be adopted by the church.
4. To report progress on this special project to the congregation on a regular basis.
5. To form such subcommittees as may be needed to implement this project effectively.
6. To serve continuously until this project is completed.

Building, Grounds and Prayer Garden

Type: Standing Committee

Purpose: To coordinate maintenance of the building and grounds of The Woods Baptist Church.

Composition: Not less than five (5) members. Helpful if some members have experience with construction, repairs or maintenance of buildings, grounds and gardens.

Responsibilities

1. To coordinate the maintenance, upkeep and cleaning of all church buildings and to make beneficial proposals enhancing those activities.
2. To coordinate the planting, replanting, upkeep and maintenance of all church grounds and to make beneficial proposals enhancing those activities.
3. To coordinate the planting, replanting, upkeep and maintenance of all church grounds and to make beneficial proposals enhancing those activities.
4. To insure that all donations that may be given specifically to the prayer gardens or any other area of buildings and grounds are duly noted and updated as needed or required.
5. To submit an annual budget request to the Budget and Finance Committee to cover anticipated expenses. Annual budget request will keep prayer garden a separate item in order to track donations.

Revised October, 2009

Children's Ministries

Type: Standing Committee

Purpose: To work closely with staff to plan, implement, and evaluate church ministries to grade school-aged children and their families.

Composition: Not less than five (5) members

Responsibilities:

1. To assess specific needs and determine the priorities for our ministries to children.
2. To plan weekly activities and programs to help the church reach children.
3. To help the staff and Sunday school workers in their outreach to children and their parents.
4. To help in the planning and implementation of children's outreach events..
5. To evaluate the effectiveness of our ministries to children and recommend needed improvements.
6. To enlist an adequate number of volunteer workers to care for nursery and preschool children during church services.
7. To select teaching materials and age-appropriate equipment for use in nursery and preschool classroom areas.
8. To purchase or submit purchase orders for necessary child care supplies.
9. To set policy and procedures for checking children safely in and out of church nursery and preschool care.
10. To work in consultation with the Personnel Committee in selection of paid child care workers.
11. To develop policies and procedures for the proper maintenance of toys and materials in the entire ministry area.
12. To develop policies and procedures for the general welfare and protection of children in the church's care.

College and Career

Type: Standing Committee

Purpose: To serve as a support system for all church ministries to college and career age adults.

Composition: Not less than 5 members

Responsibilities

1. To reach out to college and career age adults and help involve them in church activities.
2. To help provide for regular activities for college and career age adults.
3. To serve as leadership or help enlist leadership for all college and career activities.

Community Benevolence

Type: Standing Committee

Purpose: To provide assistance to those outside our church family who require help.

Composition: Not less than five (5) members

Responsibilities

1. To develop and recommend to the church a policy for providing assistance to non-church members.
2. To recommend a budget to the Budget and Finance Committee for providing assistance to non-church members.
3. To oversee the church staffs implementation of the policy.

Deacon Screening

Type: Standing Committee

Purpose: To sustain the rotation of the deacon body and selecting persons for ordination of new deacons.

Composition: Not less than 5 members

Responsibilities

1. Receive input annually from the church family as to candidates for deacon service, both persons already ordained and candidates for ordination.
2. Review input from the church family and inform candidates for deacon service as to deacon qualifications and deacon duties and responsibilities. The committee will prayerfully seek to discern a candidate's readiness and willingness to serve. Each candidate will be asked to examine prayerfully the biblical passages concerning deacons and church guidelines as to deacon qualifications, duties and responsibilities.
3. Recommend at least two persons annually to the church for a three year term of service on the deacon body. This recommendation shall be made no later than the November regular business meeting of the church.

Evangelism and Missions Committee

Type: Standing Committee

Purpose: Since Jesus made sharing the gospel with every person the priority of His last commandment, and since the mission statement of The Woods Baptist Church asserts that “our purpose is to magnify God by evangelizing the lost,” this committee will focus on proposing and expediting effective ways to obey Christ’s command and to accomplish the purpose statement of the church through missions and evangelism. Including, but not limited to, promoting and recommending mission organizations, mission projects, and mission offerings which will involve The Woods Baptist Church in local, state and global missions.

Composition: Not less than 5 members

Responsibilities

1. To keep the work of evangelism as a primary ministry of our church.
2. Organize prayer groups to pray for specific lost individuals.
3. Provide for continual evangelism training.
4. Recommend effective ways of sharing the gospel in today's society.
5. Enlist every born again believer to assume his/her responsibility in sharing the gospel at some level.
6. Work with the pastor in planning special emphases in spiritual renewal.
7. Suggest ways in which each organization of the church can incorporate evangelism into its programs.
8. Discover the names of lost people who need the gospel by:
 - a. In church and Sunday School census
 - b. Keeping an updated list of people in the area who need the gospel.
9. Give leadership to an evangelism visitation program.
10. Identify and expedite off-campus evangelism work, such as in jails, prisons, college campuses, youth groups, etc.
11. Lead our church to be on mission both locally and globally.
12. Help our church develop mission organizations.
13. Plan and implement worthwhile mission projects.
14. Provide information to the church family about mission needs and mission offerings and encourage support of these offerings.

Family Care and Benevolence

Type: Standing Committee

Purpose: To coordinate our church's response when there is a bereavement or some other crisis within our church family, either through our Sunday School classes or through the direct ministry of this committee.

Composition: Not less than five (5) members

Responsibilities

1. To see that a family in crisis receives food and other necessities as soon as possible after a crisis occurs
2. To see that a meal is provided for bereaved families on the day of the funeral feeding up to 35.
3. To assist the pastor and deacons with any special needs in crisis situations
4. To develop and recommend to the church a policy for providing assistance to non-church members.
5. Each situation will be handled on an individual basis.
6. To oversee the church staff's implementation of the policy.

Revised November, 2019

Kitchen and Hospitality

Type: Standing Committee

Purpose: To foster fellowship within the church family and oversee operation of the church kitchen.

Composition: Not less than five (5) members

Responsibilities

1. To plan church-wide fellowship activities and church dinners
2. To supervise setup and cleanup of the large room for fellowship activities and enlist volunteer help as needed
3. To supervise table decorations for church dinners
4. To continue existing kitchen use policies and formulate necessary policy for use and care of the church kitchen as changes are advisable.
5. To purchase staple goods and kitchen supplies.
6. To supervise all food service activities and necessary volunteer help.

Revised October, 2009

Kitchen Use Policy

Considerable thought and expense has gone into the equipping and supplying of our new church kitchen. Many items have been donated to us through designated offerings. As a matter of good stewardship, the Kitchen Committee requests the utmost care, cleanliness, and attention to safety details be given as The Woods Baptist Church groups and The Woods Baptist Church members use our church kitchen.

The Woods Baptist Church kitchen will be open for use by any Woods Baptist Church groups for The Woods Baptist Church functions scheduled through The Woods Baptist Church office. Basic kitchen policy will be: whoever uses the kitchen is responsible for keeping the kitchen clean.

The Woods Baptist Church persons using the church kitchen are asked to respectfully follow policy matters:

1. Kitchen space and kitchen equipment will be used only by The Woods Baptist Church groups for The Woods Baptist Church functions.
2. Equipment taken out of the kitchen for an off campus Woods Baptist Church function must be checked out through The Woods Baptist Church office and returned in two days after the function.
3. No donated gifts for The Woods Baptist Church may be taken off The Woods Baptist Church campus.
4. Calendars for kitchen use will be kept; one on the kitchen wall and one in The Woods Baptist Church office. Requests for use should be made well in advance and marked on both calendars. Requests will be honored on first-come first-served basis.
5. The Woods Baptist Church groups using the kitchen should be aware of how the kitchen is organized and return items to where they were found.
6. The Woods Baptist Church groups using the kitchen linens should clean and return them after use.
7. The Woods Baptist Church groups using the kitchen should have one person knowledgeable about the use of kitchen appliances. That person should be responsible for checking to be sure all appliances are turned OFF when the group is finished in the kitchen.

Long Range Planning

Type: Standing Committee

Purpose: To lead The Woods Baptist Church in determining 1 year, 3 year, and 5 year ministry priorities. The Long Range Planning Committee is charged with the responsibility of discussing where we need to be going and what we need to be doing in the months and years to come. The work of this committee enables us to address the question, "What do we envision for our church for the next five years?"

Composition: Six to ten (6 – 10) persons inclusive of males, females, young adults, middle adults, senior adults, and inclusive of persons from a good cross-section of church ministries and programs.

Responsibilities

1. To work in close consultation with the pastor, church staff, deacons, church committees, Sunday School teachers, and other leaders in the areas of:
2. Improving and expanding existing ministries
3. Developing new ministries
4. Projecting facility needs
5. Projecting volunteer and paid staff needs

Missions

Type: Standing Committee

Purpose: To promote and recommend mission organizations, mission projects, and mission offerings which will involve The Woods Baptist Church in local, state, and global missions.

Composition: Not less than five (5) members who have a heart for missions and a desire to be involved in mission outreach activities.

Responsibilities

1. To lead our church to be on mission both locally and globally.
2. To help our church develop mission organizations.
3. To plan and implement worthwhile mission projects.
4. To provide information to the church family about mission needs and mission offerings and encourage support of these offerings.

Personnel

Type: Standing Committee

Purpose: The purpose of this committee shall be to enlist the best possible employees for the church staff by developing and administering effective personnel policies.

Composition: The committee shall be composed of not less than five (5) rotating members. Members of this committee should be persons of spiritual discernment who are active in the ministries of the church and who display good judgment. Members of this committee should be selected prayerfully and only after careful consideration. The pastor shall serve in an advisory capacity to this committee.

Responsibilities

1. To develop personnel policies and procedures for recommendation to the church.
2. To survey the need for church staff positions and make recommendations to the church as to needed positions.
3. To prepare written position descriptions of the job responsibilities of each person serving on the church staff.
4. To enlist, interview, and recommend for employment the best available persons to fill needed staff positions.
5. To develop and recommend salaries and benefits for church employees in close consultation with the Budget and Finance Committee.

Prayer Garden

Type: Standing Committee

Purpose: Develop and execute plans for construction and maintenance of a prayer garden on the grounds of The Woods Baptist Church. The function of this garden is to provide an outdoor area where people can have a quiet time for prayer.

Composition: Not less than five (5) members: Helpful if some members have experience with gardening and knowledge of plants.

Responsibilities

1. To develop plans for the prayer garden and bring them to the church for approval and oversee construction of the approved plans.
2. To coordinate water sprinklers, landscaping, planting, and maintenance of the prayer garden.
3. To coordinate and plant shrubs and flowers that require low maintenance.
4. To coordinate plans to make area accessible to those who have difficulty with mobility (ie: wheelchairs, canes, walkers, etc.)
5. To recommend an annual budget to the Budget and Finance Committee for the prayer garden.

Transportation

Type: Standing Committee

Purpose: To address the transportation needs of The Woods Baptist Church.

Composition: Not less than seven (7) members

Responsibilities

1. To develop and recommend plans to the church for meeting the transportation needs of The Woods Baptist Church.
2. To develop a policy for use of church owned vehicles.
3. To make recommendations to the church for purchasing vehicles.
4. To be responsible for maintenance and keeping records up to date on all church owned vehicles.
5. To be responsible for making sure there are an adequate number of qualified drivers for church owned vehicles.
6. To secure lease vehicles when needed by the church.
7. To continually evaluate the transportation needs of The Woods Baptist Church.

Youth Ministries

Type: Standing Committee

Purpose: To work closely with staff serving as a support system for all church ministries to middle school and high school youth.

Composition: Not less than three (3) members, especially persons who want to help with youth ministries and feel called to do so.

Responsibilities

1. To reach out to junior and senior high youth and help involve them in church activities.
2. To help supervise weekly youth activities such as Sunday school, Wednesday evening Bible study and recreation.
3. To help with teaching youth and leading youth discipleship groups as needed.
4. To serve as sponsors or help enlist sponsors for all off campus youth activities, such as Disciple Now, youth camp, and outings.