

COMMITTEE BYLAWS OF LAVEEN BAPTIST CHURCH LAVEEN, ARIZONA

Approved November 14, 1985
Revised December 2, 2019

1. General Comments

- A. Committees of Laveen Baptist Church (Church) shall be classified as:
 - i. Standing – Necessary to carry on the continued ministries of the Church.
 - 1. Buildings and Grounds
 - 2. Finance
 - 3. Personnel
 - 4. Missions
 - 5. Nominating
 - 6. Preschool
 - 7. Development
 - ii. Special – Appointed to carry on special or temporary needs of the Church.
 - 1. Created as needed
- B. In order to use the committees, look at the committee descriptions to determine which committee has the responsibility of the job you want done. Contact by phone, email, or in person, the committee chair, the church office, the pastor, or deacon.
- C. Committee members must be a member of the Church by baptism, transfer, or statement.
- D. No Member shall concurrently serve on more than two standing committees, with the exception of church officers designated to serve in an ex-officio capacity.
- E. Church Staff Ministers will serve as ex-officio members only.
- F. Meetings will be held as needed.
- G. The committee year shall begin January 1st.
 - i. The Committee Chair will provide a copy of the duties and responsibilities to each new committee member at the beginning of each year.
- H. The number of members on each committee will be as follows:
 - i. There will be six members on each of the following committees
 - 1. Finance Committee
 - 2. Personnel Committee
 - 3. Nominating Committee
 - 4. Missions Committee
 - ii. The Church Development Committee will have at least six members, but no more than twelve members.
 - iii. The Buildings and Grounds Committee will have at least six members, but no more than nine.
 - iv. Committee membership may be expanded by one on any committee where a qualified youth is available to serve.
 - 1. Determination regarding youth qualification is made by the Youth Pastor and Senior Pastor.

- I. The term for each committee will be as follows:
 - i. Three year term, to be staggered so that approximately one third of the committee will be replaced each year.
 - 1. Finance Committee
 - 2. Personnel Committee
 - 3. Nominating Committee
 - 4. Missions Committee
 - 5. Development Committee
 - ii. One year term, members may be re-elected to consecutive terms.
 - 1. Buildings and Grounds Committee
 - 2. Preschool Committee
- J. The chairman of each committee will be elected from within the ranks of the committee, and serve for one year. The chairman may serve consecutive years if reelected.
- K. A member may be re-elected to the same committee after being off that committee for a period of one year.
- L. If someone becomes unable to complete his term of office, and is not replaced before he/she becomes able to return, then he/she shall be able to resume his duties.
- M. If someone is elected to fill an uncompleted term, he is eligible to be re-elected if he/she has not served for more than one year.
- N. All committee vacancies shall be reported promptly to the Nominating Committee.

2. Powers of Committees

- A. Any Committee Member making a purchase for the church shall check with the church Financial Secretary to ensure funds available.
 - i. If the money is budgeted and available the Financial Secretary will issue a check for the purchase, or the committee member will make the purchase and be reimbursed by the financial secretary.
 - ii. In case of question of authority of person following this procedure the question involved will be reviewed by the Finance Committee to determine payment.
- B. Except for emergency purchases, no budgeted purchase over \$1,000 shall be made without church approval.

3. Job Descriptions of Standing Committees

A. Buildings and Grounds Committee

- i. Members of the committee shall be knowledgeable and experienced in property and equipment maintenance related to this area of work.
- ii. Subgroups within the committee may be assigned specific responsibilities such as missions, operating equipment, furniture and fixtures, and parking lots.
- iii. Purpose of the committee
 - 1. The Buildings and Grounds Committee assist the church with all matters related to the administration of all church properties. Its work includes:
 - a. Maintaining all Church properties for ready use
 - b. Recommend policies for properties and equipment
 - c. Determine needs for maintenance personnel and make recommendations to the Personnel Committee

- d. Determine operational maintenance budget needs and make recommendations to the finance committee annually, according to church policy.

iv. Duties of the committee

1. Develop and maintain an inventory of all Church property and Equipment (updated annually). Original should be in safe deposit box or some other safe place.
2. Develop and maintain a service record of all operational equipment such as air conditioning, kitchen, and office.
3. Establish and maintain regular inspection of all properties and equipment, such as church mission, or parking lots. Report and or take any action necessary.
4. Assist, as requested, in developing a cleaning schedule and procedures in cooperation with the Church staff.
5. Develop and maintain a program of preventative maintenance for all properties, buildings, and equipment. Such as painting of inside and outside, equipment service, and or replacement.
6. Create emergency exit plans for church member safety, and conduct fire drills as required.
7. Work with appropriate Church staff members concerning any purchase, remodeling, or adjustment in any equipment or facility.
8. Recommend to Personnel Committee the need for employment and training of Maintenance personnel.
9. Report, annually, to the church concerning the status of all Church property and equipment.

B. Finance Committee

i. Purpose of the committee

1. To help church members grow as Christian stewards by developing an understanding of and a commitment to, biblical teachings of stewardship.

ii. Duties of the committee

1. Develop and recommend methods for using the appropriate channels of the church to introduce biblical stewardship concepts.
2. To discover ways to plan and support church ministries through budget development, promotion, and commitment.
3. Take steps to ensure that sound procedures are used for receiving, accounting, safeguarding, and disbursing funds.

C. Personnel Committee

i. Purpose of the committee

1. To assist the church in matters related to employee personnel and administration.

ii. Duties of the committee

1. Survey the need for additional Church staff positions.
2. Prepare and update, as necessary, job descriptions for all employed Personnel.
3. Prepare and maintain organizational manual relating to church employed personnel.
4. Recruit, interview, and recommend to the church new employee personnel according to established church policy and staff criteria.

5. Develop and recommend a salary schedule and benefits plan for employed personnel.
6. Develop and recommend church policies and procedures for employee personnel administration.

D. Missions Committee

i. Purpose of the committee

1. To assist the church and its organizational leaders by making studies of community needs, recommending plans, and administering assigned work.

ii. Duties of committee

1. Conduct studies of frontier needs and recommend plans for local mission work.
2. Work through the church pastoral staff to coordinate the mission work of the church.
3. Obtain and administer resources according to the church's assigned policies and procedures.
4. Establish and maintain communication with the appropriate groups outside the church.

E. Nominating Committee

i. Purpose of the committee

1. To lead the church by filling all Church elected leadership positions with member volunteers.

ii. Duties of the committee

1. Select and enlist church program leaders, committee members, and general church officers.
2. Assist church leaders in discovering and enlisting qualified persons to fill Church elected positions.
3. Present volunteer workers to the church for election.
4. Nominate special committees as assigned by the church.

F. Preschool Committee

i. Purpose of the committee

1. Coordinate all activities and programs which touch the lives of preschool children, birth through 4 years old. Good teaching and learning experience should be made available to every child each time he comes to church. This is true during special activities as well as during regular scheduled meetings, such as Sunday school, Church training, AWANA, and music performances. The process of coordinating programs, staff, space, equipment, and supplies increases as the size of the church and the number of preschool groups increase. Effective coordination is necessary for teachers to work happily and cooperatively together. They, in turn, can better meet the needs of the children who need happy, secure adults in their lives.

ii. Duties of the committee

1. Recommend and publicize preschool policies.
2. Recommend and purchase furnishings and supplies.
3. Coordinate space assigned for preschool use.
4. Communicate regularly with the church pastoral staff.

G. Development Committee

i. Purpose of the committee

1. To boldly clarify our church's purpose, and in light of that, to set and reach goals in God's power.

ii. Duties of the committee

1. To work with the pastor to seek the Lord's will for the church's future ministry.
2. To develop an architectural master plan
3. Assist the church in acquiring property.