

# **LEADERSHIP MANUAL**

## **UNIVERSITY BAPTIST CHURCH**

**1223 West Main  
Charlottesville, VA**

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## **GUIDELINES FOR COMMITTEES, COUNCILS, AND SERVICE TEAMS**

### **I. Definitions of Committee, Council, and Service Team**

A. "Committee" is an administrative body of elected lay persons responsible for actively and regularly overseeing an assigned portion of the church's life and work. Committee members are typically elected for a specified term and may or may not be eligible for successive terms depending on the particular committee's structure.

B. A "Council" is an administrative body of lay persons and/or ministers, comprised in part or totally of members appointed for service by reason of prior election by the church to specified leadership positions. A council is responsible for actively and regularly overseeing an assigned portion of the church's life and work.

C. A "Service Team" provides a specific function in the church and has variable numbers of members who may serve multiple terms. Members are elected as listed in the Nominating Committee report. Teams will elect their own chair.

D. In the case that the work of a committee or council is specific in nature or limited in duration and may reasonably be carried out by a single person, that person will be designated a "coordinator" or a "director", depending on the nature of the position.

E. All guidelines for committees will also apply to councils, coordinators, and directors unless otherwise specified.

F. A committee, council, or service team may be designated as "inactive" by Church Council for a temporary, specified period of time if its duties and tasks are no longer considered necessary. The Nominating Committee will not fill the positions of an inactive group, but its Job Description will remain a part of the Leadership Manual. An inactive committee will automatically be reactivated after the specified period of time or removed on the recommendation of JARC and approved by the church in conference.

## II. Committee Membership

A. The duties, number of members, and term of office for each committee, council, or service team are specified in that committee's, council's, or service team's job description. Coordinators, directors, service teams, members of all committees, except as specified below, and members of councils who are not automatically selected by virtue of other elected office, are to be recruited and nominated by the Nominating Committee and elected by the church in conference. Coordinators and directors are to serve one year terms and may be re-elected to successive terms. Members of the Nominating Committee are to be recruited and nominated by the Active Deacons and elected by the church in conference.

B. Unless otherwise stated in a committee's job description, the elected membership of each committee is to be established and maintained on a rotation plan, with rotation coinciding with the end of the church year. Members of committees having three or six members will serve for three years, with one third rotating each year. Members of committees having two or four members will serve for two years, with one half rotating each year.

C. Ex-officio committee and council members are specified in the job description for certain committees and councils. In addition, the Senior Minister may recommend to the Nominating Committee specific staff members to serve as ex-officio committee or council members. Unless otherwise specified, ex-officio committee and council members will have voting privileges.

D. Ex-officio members and members of councils who are automatically selected by reason of prior election to a position are to serve only as long as they hold the original leadership position.

E. The Nominating Committee is encouraged, wherever possible, to refrain from nominating committee members for re-election to the same committee until after an inactive period of at least one year with respect to that committee. If reappointment is considered necessary by both the committee involved and the Nominating Committee, an appropriate notation will be placed in its annual report and list of nominations to the congregation.

F. The Nominating Committee is further encouraged to strive, where possible and feasible, to secure a sufficient number of committee members to avoid a situation where one member will be serving on more than two committees simultaneously.

G. Each committee and council member is expected to be faithful in attendance and active in committee affairs. If unable to participate actively or otherwise complete a term of membership, a committee or council member is expected to resign by contacting the committee or council chair, who in turn is expected to notify the chair of the Nominating Committee.

H. Vacancies in membership during a term are to be filled by nomination from the Nominating Committee and confirmation by vote of the Church Council. The member elected to fill a vacancy is to serve for the un-expired portion of the term of the member being replaced. Such action is to be reported by the chair of the Nominating Committee at the next regular church conference.

I. The Church Council or the church in conference may vote to activate an inactive committee, or to deactivate an active committee for a specified period of time. In its annual report, the Nominating Committee shall report all committees that are inactive for that year.

J. The Senior Minister may designate a staff member to serve on appropriate committees and councils based on their assigned responsibilities or strengths.

### **III. Committee Leadership**

A. Each committee is to be led by a chair and such other officers as it chooses. The Nominating Committee will recruit and appoint the chair for each committee unless otherwise stated in a committee's job description.

B. Each committee officer is to be elected to a one year term and may be reappointed to one or more successive terms.

C. The committee chair is responsible for calling and chairing all meetings, and for directing and supervising the work of the committee. The committee chair is responsible for making an annual report at a church conference or town hall meeting as designated by Church Council.

D. The chair is responsible for recording and maintaining minutes of the committee's meetings, keeping committee records and documents, and handling committee correspondence.

### **IV. Committee Meetings**

Each committee is to meet according to the schedule provided in its job description. Additional meetings may be called by the chair if necessary. The chair of each committee is responsible for informing the church office in advance of all meetings. Cancellations, postponements, or other changes are also to be communicated by the chair to the church office as soon as possible.

### **V. Committees, Councils, and Service Teams**

A. The committees, councils, service teams and coordinators whose tasks are described in this Leadership Manual and supplemented by the Policies, Procedures and Documents are to administer the programs and ministries of University Baptist Church. In addition to these, ad hoc committees may be formed on an as-needed basis by the Church Council, the Active Deacons or the Church acting at a church conference. The organization which establishes an ad hoc committee will also establish the length of time the committee is to remain in operation.

B. Each committee, council, and service team is to exercise initiative in actions, for it possesses both the responsibility and the authority to perform the work tasks delegated by its job description. Each committee, council, and service team is to function within the Guidelines for Committees, Councils, and Service Teams and its respective job description. Each committee, council, and service team is also to function in cooperation with other church committees, councils, service teams, church members, and staff.

C. In order to accomplish its assigned work with efficiency and effectiveness, a committee or service team may elect to delegate to its members specific areas of responsibility and work assigned to the committee or service team as a whole.

D. Sub-committees may be formed by a standing committee or council when needed for the performance of committee tasks.

E. At the discretion of the chair of a committee, council, or service team, other church members may be asked to participate at committee meetings in a non-voting capacity.

F. The Active Deacons and Church Council are responsible for the reviewing and updating the Leadership Manual at three year intervals through the appointment of a joint committee by the Active Deacons and Church Council. Any other substantive changes to the Leadership Manual, outside of the review, shall be proposed by Church Council and presented for review by the Deacons before being presented to the Church for approval.

# **GUIDELINES FOR ACTIVE DEACONS**

## **I. Composition of the Active Deacons**

The Active Deacons are elected and ordained to be the lay ministerial leaders of the congregation, and will consist of twenty-one church members elected to serve for a three-year term. Annually one third of the Active Deacons will rotate off and be replaced by others elected by the congregation. A Deacon who rotates off is not eligible to serve as an Active Deacon again for at least one year.

## **II. Nominations**

The nomination period will occur over a period of not less than two weeks. All church members except those who have served as Deacon within the current organizational year and those who have been designated Deacon Emeritus are eligible for nomination. See the Deacon Handbook for details of the nomination process.

## **III. Elections**

The election of Deacons will be held by May of each year and conducted by secret ballot of the church membership (one ballot per church member) collected during regular worship services. In addition, ballots may be delivered to the church office by phone, mail, email or completed online. The length of time allowed for casting ballots will include at least two Sundays. The ballots are to be counted by the church secretary and verified by the Chair of the Active Deacons.

The seven members receiving the largest number of votes and who are willing to serve shall be elected. In the event two or more members receive an equal number of votes for the seventh position, the active Deacons will break the tie. If one of the first seven should decline to serve, the eighth highest vote getter would be asked to serve.

## **IV. Filling Un-expired Terms**

In the event a Deacon is unable to fulfill his/her term of office, the following procedures for filling the vacancy shall apply:

A. If the vacancy occurs less than 90 days prior to the first date of the next regularly scheduled nomination process, then the term will not be filled, but an additional Deacon will be elected at the next regularly scheduled election to fulfill the unexpired one or two year term. In the event the vacancy occurs for a Deacon in the final year of his/her term, no further action is required.

B. Otherwise vacancies will be filled immediately by the next highest vote receiver from the most recent election. A deacon elected to fill a vacancy will be elected for the unexpired term of his/her predecessor in office.

## **V. Ordination and Installation**

All newly elected Deacons who have never been ordained, either as a minister or Deacon, by laying on of hands will be so ordained in a service of ordination. The laying on of hands may be by all ordained ministers and Deacons. After ordination all newly elected Deacons will be installed into the office by the beginning of the organizational church year. A church member elected to be a Deacon, who has been ordained by a church of like polity, may be installed without ordination.

## **VI. Structure**

The Active Deacons will elect their own chair and other officers. The chair of the Active Deacons will serve on Church Council. After church-wide Deacon elections are held and the new Deacons are selected, the outgoing chair of the Active Deacons will appoint a Deacon Officer Nominating Committee of three members (to include designating a chair) from the Deacons rotating off of the Active Deacons. This committee, in consultation with the Senior Minister, will recommend new officers and one Deacon, newly elected to a three year term, to serve on the Deacon Circle of Caring Council. The slate will be presented to the Active Deacons by August of each year and voted on at that time.

The Active Deacons will meet monthly at the time and place agreed upon.

## **VII. Role**

Deacons are elected and ordained to be the lay ministerial leaders of the congregation. They will be primarily concerned that the congregation be spiritually healthy and fulfill its mission according to its understanding of the will of God. Together with the Staff Ministers

and the Church Council, they will establish the general direction and focus of the church's life and work. As a part of this function, the Active Deacons will be responsible for the Circle of Caring, which will be administered by a Deacon Circle of Caring Council. One member of the Council will be selected to serve as Coordinator. The Circle of Caring will be structured as set forth in the Deacon Handbook.

Along with the Church Council, the Deacons will review the annual budget, slate of nominees, and other major proposals or initiatives for recommendation to the church in conference before such items are presented to the church for action.

The Active Deacons, the Church Council and the staff ministers shall be responsible for the development and maintenance of a strategic planning document which establishes goals and priorities for the church during the coming year(s). The plan shall also address and identify priorities which reflect longer term initiatives, plans, ministries and visions for the church. Once prepared/revised, it shall be presented to the congregation for review and approval. Responsible parties are encouraged to use a variety of approaches to develop/revise the plan such as retreats, outside resources, etc.

Deacons are expected to be faithful participants in the programs, ministries, and financial support of the church. They are to lead by presence and example.

## **VIII. Areas of Ministry**

The Active Deacons will provide lay leadership in the following areas of ministry:

### **A. Evangelism and Church Growth**

1. Recognizing that the gospel is communicated in both words and actions, enter into dialogue periodically with the Staff Ministers, with the goal of keeping the understanding and implementation of evangelism relevant to the gifts and needs of the congregation.
2. Support the presentation of God's Word as it is spoken and sung in the varied occasions of worship.
3. Provide guidance to church members on talking about their faith and introducing others to Christ and to the church.
4. Encourage discipleship training for youth and for new Christians prior to baptism.

5. Work with the Staff Ministers in maintaining a vibrant invitation to the University and broader community to join with us in a life of discipleship and ministry.
6. Encourage church members to embody the gospel in our community by participating in congregational service programs and by volunteering their service individually to appropriate organizations.

## **B. New Member Orientation and Assimilation**

1. Assist the Staff Ministers and Church Council in conducting an on-going program that will familiarize prospective members with the history, beliefs, polity, style of faith, goals, and leadership of our church.
2. Assist the ministers and Church Council in developing ways to introduce prospective and new members to the various opportunities for fellowship and service in our church.
3. Assist the ministers and Church Council in developing a follow-up plan for all new members to ensure that they become well assimilated.

## **C. Spiritual Discipline and Christian Stewardship**

1. Help members discover their spiritual gifts and calling to the Christian life.
2. Practice and encourage the exercise of spiritual disciplines, such as worship, prayer, Bible study, giving, service, etc.
3. Promote growth in faith toward spiritual maturity.
4. Demonstrate and encourage Christian stewardship in the allocation of personal time, treasure, and talents and in the balancing of responsibilities of congregation, community, family and self.
5. Encourage the church's careful management of resources and protection of God's natural creation.

## **D. Ministry to the Congregation**

1. Establish a relationship with every member and active participant.
2. Provide a ministry of care and spiritual support through the Circle of Caring. Each Active Deacon will serve each year on at least one of the Circle of Caring ministry teams.

3. Promote relationships among members and active participants and between “communities of faith” within the church. Promote relationships with inactive members seeking, where possible, to re-involve them.
4. Promote a Christ-like spirit of love throughout the church.
5. Serve as peacemakers.

#### **E. Denominational, Ecumenical, and Interfaith Relations**

1. Work with the Staff Ministers and the Church Council in determining the nature and extent of:
  - Our church’s affiliation with Baptist denominational organizations, agencies, and institutions.
  - Our church’s involvement in ecumenical ministries and organizations.
  - Our church’s involvement in interfaith ministries and organizations.
2. Support the church’s involvement in community-based social ministry organizations.

#### **F. Worship Leadership**

1. Assist the Staff Ministers in receiving the offering, distributing communion, and performing other liturgical tasks as requested.
2. Participate regularly in worship (including special services, funerals, etc.)

### **IX. General Guidelines for the Active Deacon's Ministerial Role**

The Active Deacons have a significant role in ministry, having major responsibilities, and covering a broad range of tasks, they should:

- A. Define goals, set priorities, and evaluate their work annually.
- B. Work with existing church committees or form Active Deacon sub-committees or task forces (of both Deacons and non-Deacons) which will be overseen by the Active Deacons.
- C. Maintain a working partnership in ministry with the Staff Ministers and Church Council.

## **X. Other Assignments**

A. The Active Deacons will recruit and recommend church members to serve on the church Nominating Committee. They will also recruit and recommend a chair for this committee. Following approval by the Active Deacons, these names will be presented to the Nominating Committee for inclusion on the Nominating Committee Report.

B. Establish with the Church Council on or before June 1<sup>st</sup> of every third year a joint committee to review the Constitution, By-Laws, and Leadership Manual, and to make recommendations where appropriate for amendments. The recommendations of this joint committee will be made to the Active Deacons and Church Council, after which the report will be presented at the next Church Conference for approval.

C. Review the annual budget and other major proposals or initiatives before such items are presented to the church for action.

## **DEACON EMERITUS GUIDELINES**

In order to recognize Deacons whose service and contributions have been exemplary, the Active Deacons may recommend to the congregation inactive Deacons who should be distinguished through the designation of Deacon Emeritus.

### **Guidelines for the position of Deacon Emeritus include:**

#### **Qualifications:**

Those under consideration by the Active Deacons for the designation of Deacon Emeritus will have:

- A. Expressed a desire to withdraw his or her name from any future elections to the Active Deacons.
- B. Served a minimum of three terms as a Deacon for UBC.
- C. Provided significant service to UBC in his or her capacity as a Deacon.

#### **Implementation:**

A. Nominations for this office shall be made by the Active Deacons and presented for approval at a church conference.

B. Appropriate recognition will be given to bestow this designation.

C. A Deacon who is designated Deacon Emeritus may perform duties (e.g. receiving of the offering) on a voluntary basis and may attend Active Deacons' meetings as a non-voting member.

D. The church clerk will maintain a list of members eligible for Deacon Emeritus status. This list should be reviewed by the active Deacons annually.

## **CHURCH COUNCIL**

### **I. Council Structure**

The Church Council is to be composed of the following: Senior Minister, Associate Minister(s), Chair of the Active Deacons, Moderator, and Chairs of all standing committees and councils. The Nominating Committee will nominate the chair of Church Council for election by the church. Such nominee may be a member of Church Council or may be an additional member.

The Church Council shall meet at least quarterly, but may meet more frequently as determined by the Chair. Church Council meetings shall occur at the date and time agreed upon by the council.

### **II. Council Task Assignments**

The Church Council will be the principal lay administrative body of the church, with responsibilities for sharing of information between various groups, coordinating their functions and resolving conflicts which may arise. The standing committees and councils will have their normal job descriptions as defined in the Leadership Manual. The Church Council, however, will have the authority to assign additional tasks and create ad hoc committees to perform special tasks as the need arises. It is not intended that the Church Council should have the power to control substantive functions of committees and councils, but rather that it will assure that job assignments are prepared and delivered to the various groups, that any tasks or issues which arise get assigned to the proper group for handling, and that efforts are coordinated. It is recognized that the Church Council may exercise its discretion to deal with issues and tasks which do not fall within the assignments of other committees or councils. The Church Council will:

A. Coordinate church programs and activities and oversee Program, Resource, and Service committees and Coordinators.

B. Review suggested program plans and actions by the church's staff, officers, organizations, and committees. Council will provide for adequate communication among all church leaders and groups.

- C. Review and approve operational guidelines and regulations which are recommended by committees and councils of the church.
- D. Delegate to the appropriate minister(s), committee(s), council(s) or the Active Deacons, suggested ministries, programs, activities, or actions which are not defined in the By-Laws or Leadership Manual.
- E. Establish with the Active Deacons on or before June 1 of every third year a joint committee to review the Constitution, By-Laws, and Leadership Manual, and to make recommendations where appropriate for amendments. The recommendations of this joint committee will be made to the Active Deacons and Church Council, after which the report will be presented at the next Church Conference for approval.
- F. Formulate, recommend to the church, and review annually guidelines concerning the extra-curricular use of church facilities. The church ministers are to administer these guidelines.
- G. Approve all fund-raising projects which are conducted in the name of the church or conducted on church property.
- H. Resolve administrative conflicts which may arise.
- I. The Moderator, in consultation with the Senior Minister and the Church Council, will prepare the agenda for church conferences. Any standing committee, council, or service team may request that specific items be placed on the agenda.
- J. Recommend to the church Historian items of interest that should be retained for the church archives.
- K. Review the annual budget, slates of nominees and other major proposals or initiatives for recommendation to the church in conference before such items are presented to the church for action.
- L. Initiate or approve the establishment of ad hoc Capital Improvement Committees which will:

1. Plan and implement capital improvement projects as and when instructed by the membership of the Church.

2. Coordinate planning and implementation efforts with other related committees such as Buildings and Grounds Committee, and the Finance Committee.

M. The Active Deacons, the Church Council and the staff ministers shall be responsible for the development and maintenance of a strategic planning document which establishes goals and priorities for the church during the coming year(s). The plan shall also address and identify priorities which reflect longer term initiatives, plans, ministries and visions for the church. Once prepared/revised, it shall be presented to the congregation for review and approval. Responsible parties are encouraged to use a variety of approaches to develop/revise the plan such as retreats, outside resources, etc.

N. Church Council will periodically review and update the Policies, Procedures and Documents.

## **EDUCATION LEADERSHIP**

### **I. Objective:**

University Baptist Church provides education programs to include all age groups and abilities. The Associate Minister for Education will direct and oversee all activities incorporating instruction in a spiritual and educational environment.

### **II. Tasks and Responsibilities:**

#### **A. Sunday Bible Study**

1. Annually recruit and recommend to the Nominating Committee church members to fill the director and teaching positions for the following departments:
  - a. Preschool Department (Infants through 4 year olds) (A director and assistant director are recommended for the Preschool Department.)
  - b. Children Department (Kindergarten through fifth grade)
  - c. Youth Department (Middle and High School)
  - d. Adult Department, to include University undergraduates, University graduate students and young adults, median adults, and senior adults.
  - e. Sunday Bible Study Record Keeper.
  
2. Meet with individual department directors prior to the church year to discuss course material, budgetary needs and any changes related to class name or age/grade requirements for the younger aged classes.
  
3. Distribute church-wide information to the individual department directors or, if necessary, the Sunday Bible Study teachers.
  
4. Ensure that each teacher records class attendance and registers class visitors.
  
5. If needed, facilitate the purchase of requested teaching materials. (Adult teachers are responsible for selection of material and class format.)

## **B. Vacation Bible School**

1. In coordination with the Church Council, set dates and times for Vacation Bible School.
2. Select and order Vacation Bible School material and acquire needed supplies and refreshments.
3. Enlist and coordinate Vacation Bible School staff.
4. Coordinate building and kitchen usage for Vacation Bible School.
5. Encourage VBS attendance by timely promotion and advertising.
6. Annually critique and make suggestions for improvements the Vacation Bible School program.

## **C. Wednesday Evening Programs**

Plan Wednesday evening programs for adults and children.

1. Plan, contact and coordinate speakers, activities, etc. for Wednesday evening with input from the church staff and participants.
2. Promote, plan and provide missions-related activities and programs for children during the Wednesday evening church programs.
  - a. Select program themes and activities that are age appropriate.
  - b. Ensure goals and objectives are in line with the Missions Ministry and WMU goals and objectives.
  - c. Recruit leaders or facilitators for the children's mission programs.
  - d. Facilitate the purchase of teaching materials for the mission leaders.

## **D. Children's Sermon and Children's Church**

Provide children in kindergarten to second grade with their own worship service during the Sunday morning worship hour.

1. Prepare and deliver a children's sermon as part of the Sunday morning Worship Service or find substitutes when needed.
2. Enlist director and facilitators as needed for Children's Church.
3. Purchase materials for Children's Church as needed.

The Associate Minister for Education will make budget recommendations to the Finance Committee necessary to support all education programs including Bible Study literature, Vacation Bible School, Children's Missions Program, and Children's Church as well as paid nursery workers for church events.

## **MUSIC LEADERSHIP**

### **I. Objective:**

University Baptist Church provides music ministry programs to include all age groups and abilities. The Associate Minister for Music and Worship will direct and oversee music activities incorporating vocal and hand bell instruction in a spiritual and educational environment.

### **II. Tasks and Responsibilities:**

The Associate Minister for Music and Worship will:

- A. Recommend church members to the Nominating Committee to serve in music leadership positions as defined for each group such as director, assistant director and accompanist.
  1. Choir directors will work with the Associate Minister for Music and Worship to select and purchase music and materials. Directors will coordinate performance dates with the Associate Minister for Music and Worship.
  2. Assistant choir directors will perform duties as assigned by the directors to ensure that rehearsals go smoothly, to aid in discipline and to handle emergency situations. Assistant choir directors will fill in as directors as needed.
  3. The accompanist is responsible for accompanying both the rehearsals and performances for the choir to which they are assigned by the respective choir directors.
  4. A director, assistant director, and accompanist are recommended for the following choirs or their equivalent:
    - a. Genesis Choir (Kindergarten through fifth grade)
    - b. Chapel Choir (sixth through twelfth grade)
  5. A director and assistant director are recommended for the following choirs:
    - a. Preschool Music Activity (nursery age children)
    - b. Kindergarten and first grade Wednesday music activity
    - c. Children's Choir Chimes (second through fifth grade)

B. Direct the Sanctuary Choir and an accompanist. The Sanctuary Choir will present to the Nominating Committee names for specific choir officers. These offices are President, Vice-President, Treasurer, Robes, Librarian, Section Leaders and Social Committee chairs. The director will advise each officer to the nature of the specified job description.

C. Direct or designate someone to direct the Sanctuary Bells.

D. Direct Jubilate, a college auditioned choir. University Baptist Church will provide an accompanist. The Associate Minister for Music and Worship will also serve as Business Manager for Jubilate, unless otherwise designated.

1. Jubilate will elect, with concurrence of the director, a Steering Committee Chair. Jubilate will also elect their officers and section leaders.
2. Jubilate will establish its own constitution and by-laws to be approved by the church.

E. Recommend members to serve on the Music and Worship Service Team to the nominating committee.

F. Review and make budget recommendations to the Finance Committee necessary to support the music ministry.

## **BUILDING AND GROUNDS COMMITTEE**

### **I. Committee Structure**

The Buildings and Grounds Committee is to be composed of six church members elected to three-year terms.

The Chair of the Buildings and Grounds Committee will serve on Church Council.

The Buildings and Grounds Committee is to meet at the date and time agreed upon by the committee.

### **II. Committee Task Assignments**

The Buildings and Grounds Committee is responsible for the care, safety and maintenance of all church property not delegated to other committees. This includes the physical building and attached structures, parking lots, grounds, playground area and specified equipment (referred to as the "Property"). The committee shall also be responsible for overseeing the safety and security of the building (occupied and unoccupied), and the safety of those who attend services.

The Buildings and Grounds Committee will:

- A. Review and attend to the condition and state of repair and appearance of the Property and oversee repairs, maintenance, maintenance contracts, and non-capital improvements.
- B. Routinely perform a general inspection on the Property.
- C. Develop and oversee maintenance schedules as needed for routine maintenance, cleaning and safety checks; for example, quarterly monitoring of thermostat programming, emergency exit sign batteries, fire extinguisher pressures, etc.
- D. Develop a program of regular congregational participation in the maintenance, repair and upkeep of the Property.
- E. Develop/Recommend policies for energy efficient use of the Property, including monitoring current energy consumption and purchasing energy efficient equipment.
- F. Attend to the condition and appearance of the church grounds and signage. Arrange for snow removal, mowing, mulching, pruning, trimming and replanting as needed.
- G. In coordination with the church staff, maintain and annually update an inventory of equipment, furniture and property belonging to the church.

- H. In coordination with the church staff, recommend to Church Council any revisions concerning policies on the loan or rental of church property and equipment. These policies are to be administered by the committee and church staff.
- I. Review on a periodic basis the Building and Grounds budget expenditures year to date.
- J. Review and make budget recommendations to the Finance Committee necessary to support and maintain the Property.
- K. As needed, prepare facility-related summaries of capital needs of the church and recommend the appointment of an ad hoc capital improvement task force to the congregation through the Finance Committee and Church Council.
- L. Work with Church Council in coordinating the committee's efforts with those of other committees, councils, and service teams.
- M. Perform quarterly inspections of safety equipment items such as alarms, fire extinguishers, emergency exit batteries, emergency lighting, etc.
- N. Annually review the evacuation plans with various groups such as the ministers, deacons and choirs. Written evacuation plans shall be posted throughout the building as needed.
- O. Educate the congregation regarding their responsibilities to report fires, safety and security hazards, keeping valuables out of sight, exiting designated doors on Wednesday evenings, etc.
- P. Annually evaluate the adequacy of our internal and external communication systems relative to fire, safety and security issues (e.g. number of electronic communication units, to whom they are assigned, etc.).
- Q. Conduct periodic self-inspection/risk management building reviews and take appropriate actions to correct deficiencies.

## **FAITH AND JUSTICE COMMITTEE**

### **I. Committee Structure**

The Faith and Justice Committee is to be composed of six church members elected to three-year terms.

The chair of the Faith and Justice Committee will serve on Church Council.

The Faith and Justice Committee is to meet at the date and time agreed upon by the committee.

### **II. Committee Task Assignments**

The Faith and Justice Committee will:

A. In keeping with the admonition of Micah 6:8 (“...to do justice, love kindness and walk humbly with the Lord”), keep before the church issues where Christian faith and justice can be integrated.

B. Suggest to the Deacons, Church Council and then the church projects where faith and justice can be integrated, and it will seek ways to encourage members to be involved in these projects. In some instances, these projects may be co-sponsored with other church organizations (e.g. mission groups) where such collaboration merits.

C. Promote the integration of faith and justice in our community through inter-faith groups outside the Church (e.g. IMPACT).

D. Annually nominate a church member to serve as a representative to local inter-faith groups. This selection will be submitted to the Nominating Committee for inclusion in its annual report.

E. Review and make budget recommendations to the Finance Committee necessary to support Faith and Justice initiatives.

F. Receive and evaluate relevant requests from the congregation for budgetary support and make recommendations to the Finance Committee.

## **FELLOWSHIP COMMITTEE**

### **I. Committee Structure**

The Fellowship Committee is to be composed of six church members elected to three-year terms.

The Fellowship Committee is to meet at least quarterly at the date and time agreed upon by the committee.

The Chair of the Fellowship Committee will serve on Church Council.

### **II. Committee Task Assignments**

The Fellowship Committee is to plan, coordinate and supervise church-wide fellowship, social, and recreational activities. The Fellowship Committee will:

A. In consultation with the Church Council and the ministers, determine those specific fellowship activities for which the Fellowship Committee is to be responsible during each church year, such as church-wide Sunday breakfasts, Sunday morning fellowship, church picnic, variety show, and ice cream social.

B. Enlist workers and assistants for such church-wide activities, including clean-up responsibility.

C. Work with various church organizations and committees, when requested, to assist in the coordination and conduct of related fellowship activities.

D. Suggest activities that promote the fellowship mission of the church. Evaluate and promote the use of the facilities by church groups.

E. Review and make budget recommendations to the Finance Committee necessary to support the church's fellowship needs.

F. Work with Church Council in coordinating the committee's efforts with those of other committees, councils, and service teams.

## **FINANCE COMMITTEE**

### **I. Committee Structure**

The Finance Committee is to be composed of six church members elected to three-year terms. The Treasurer of the church is to be an ex-officio member of the Finance Committee as will the Chair of the Financial Stewardship Committee.

The chair of the Finance Committee will serve on Church Council.

The Finance Committee is to meet monthly at the date and time agreed upon by the committee.

### **II. Committee Task Assignments**

The Finance Committee is to maintain and supervise the church's financial program in all its dimensions. The Finance Committee will:

- A. Prepare and implement policies and procedures for the receipt and disbursement of church finances.
- B. Prepare and implement accounting and record-keeping procedures related to receipts and disbursements.
- C. Review receipts and expenditures periodically with respect to budget allocations, and where appropriate, modify the spending plan to be consistent with the current financial status of the church.
- D. Interpret and communicate the financial status of the church to the members, for example, quarterly offering statements to contributors, letters to the congregation or newsletter articles that represent or illustrate the overall financial condition of the church, etc.
- E. Prepare and recommend to the church a proposed budget for each new calendar year.
  1. Initiate and conduct the work of planning and recommending a budget. The duties of budget-planning are the following:
    - a. Analyze the giving potential and the giving record of the church.
    - b. Evaluate the current year's budget in comparison with actual expenditures and receipts.
    - c. Obtain budget recommendations and requests from all organizations and program directors, as well as from other interested church members.
    - d. Develop a viable proposed church budget.

e. Communicate recommended budget allocations to respective ministers, committees, councils, service teams, and others making requests.

f. Present the proposed budget to the Active Deacons and Church Council for review.

g. Coordinate budget-making plans with the Financial Stewardship Committee's plans for budget-promotion.

2. The Finance Committee is to present the proposed budget to the church for adoption at a church conference.

F. On a periodic basis (no longer than every 3 years) the financial records and procedures of the church should be examined by a party appointed by the Finance Committee. The party performing this examination should not have any role in the daily financial operations of the church and should have a sufficient financial and accounting background to identify weaknesses and offer suggestions for improvement.

G. Recommend policies and guidelines to the Endowment Fund Trustees, Trustees, and church-at-large relative to the receipt, investment, and use of special financial gifts to the church.

H. Manage the insurance portfolio of the church with input from appropriate committees, such as Buildings and Grounds and Personnel.

I. Disburse proceeds from the Endowment Fund with the approval of Church Council.

J. Provide a fiscal year report at the first quarter church conference.

K. Provide committee chairs with a financial statement mid-year related to their budget and year-to-date expenditures.

## **FINANCIAL STEWARDSHIP COMMITTEE**

### **I. Committee Structure**

The Financial Stewardship Committee is to be composed of four church members elected to two-year terms. The Chair of the Finance Committee will serve as an ex-officio member of the Financial Stewardship Committee.

The Financial Stewardship Committee is to meet at the date and time agreed upon by the committee and as often as required to fulfill the committee assignments.

The Chair of Financial Stewardship Committee will serve on Church Council and serve as an ex-officio member of the Finance Committee.

### **II. Committee Task Assignments**

The Financial Stewardship Committee is to teach church members the meaning of Christian financial stewardship, and to promote faithful and responsible giving to the church. The Financial Stewardship Committee will:

A. Develop and implement a year-round educational program designed to promote growth in the area of Christian financial stewardship.

B. Develop and implement ways to support church ministries through budget promotion, pledging and giving.

C. Develop and implement ways to support church ministries through wills, trusts, memorial gifts, and other special gifts. Identify and communicate church needs for which these gifts might be used.

D. Plan and communicate an annual stewardship calendar.

E. Review and make budget recommendations to the Finance Committee necessary to support stewardship.

## **HOSPITALITY COMMITTEE**

### **I. Committee Structure**

The Hospitality Committee is to be composed of six church members elected to three year terms.

The Hospitality Committee is to meet at least quarterly at the date and time agreed upon by the committee.

The Chair of the Hospitality Committee will serve on Church Council.

### **II. Committee Task Assignments**

The Hospitality Committee will:

A. Receive written requests from church staff and church council for specific hospitality events for which the Hospitality Committee is to be responsible, such as ministers' receptions, prayer luncheons, guests of church receptions and other designated church-wide receptions. Wedding receptions and funeral receptions are excluded from service of Hospitality Committee.

B. Enlist workers and assistants for church-wide receptions, including clean-up responsibilities.

C. Work with various church committees when requested, to assist in the coordination of related hospitality events.

D. Review and make budget recommendations to the Finance Committee necessary to support the church's hospitality needs.

E. Coordinate activities with Church Council and other committees, councils, and service teams as appropriate.

## **MISSIONS/MINISTRY COMMITTEE**

### **I. Committee Structure**

The Missions/Ministry Committee is to be composed of six church members elected to three year terms. One of the committee members is a representative of the WMU and is selected by the WMU from its members.

The chair of the Missions/Ministry Committee will serve on Church Council.

The Missions/Ministry Committee is to meet at a date and time agreed upon by the committee, and they will elect their own chair.

### **II. Committee Task Assignments**

The Missions/Ministry Committee is to coordinate, promote, advocate and assess missions/ministry activities and initiatives within the church. The Missions/Ministry Committee will:

- A. Take the lead in implementing the church-wide adopted Statement on Missions for University Baptist Church. Periodically recommend updates to the Statement on Missions that accommodate the changing missions/ministry needs of University Baptist Church.
  
- B. Communicate to the congregation existing missions/ministry activities. Organize, initiate and publicize missions/ministry opportunities to be carried out by UBC which may include PACEM and OIAM.
  
- C. Review make budget recommendations to the Finance Committee necessary to support the expenditure needs and budget requests for fulfilling the church's missions/ministries goals.

## **NOMINATING COMMITTEE**

### **I. Committee Structure**

The Nominating Committee is to be composed of six church members elected to two-year terms. Committee members, including a chair, are to be recruited and nominated by the Active Deacons for election by the church.

The chair of the Nominating Committee will serve on Church Council.

The Nominating Committee will meet as needed to fulfill the committee assignments at a date and time agreed upon by the committee.

### **II. Committee Task Assignments**

In consultation with the ministerial staff and the appropriate organizational leadership, the Nominating Committee is responsible for the recommendation and recruitment of all lay leaders of the educational, administrative, and music ministries of the church. The Nominating Committee will:

- A. Recruit, nominate, and recommend to the church at a church conference lay persons who are to serve on active church committees, councils, service teams, coordinator positions and church officers, unless otherwise specified. When filling Coordinator positions, the Nominating Committee is encouraged to consult with the minister most closely associated with that area of ministry.
- B. Nominate members recruited and recommended by the Associate Ministers for Education and Music for leadership positions in those areas.
- C. Recruit, nominate, and recommend chairs for all committees and councils except where otherwise stated in the Leadership Manual.
- D. The report of the Nominating Committee should indicate committees, councils, service teams, and coordinator positions which are designated as inactive for the year.
- E. If possible, the Building and Grounds Committee should have individuals with professional training in the areas of police work, fire training and safety.
- F. During the year, recruit, nominate, and recommend to the Church Council nominees to replace inactive or resigning lay leaders and teachers, as well as recruit and nominate leaders for newly created positions. Such action is to be presented by the chair of Church Council in his/her report at the next church conference.

## **PERSONNEL COMMITTEE**

### **I. Committee Structure**

The Personnel Committee is to be composed of six church members elected to three-year terms.

The chair of the Personnel Committee will serve on Church Council.

The Personnel Committee is to meet at least quarterly at the date and time agreed upon by the committee.

### **II. Committee Task Assignments**

The Personnel Committee is to determine, administer, and where appropriate recommend to the church changes in all matters of policy related to the employment and work responsibilities of church ministers, administrators and other employees. The Personnel Committee will:

A. Administer and review at least annually the personnel needs of the church, all job descriptions, policies, and procedures. Make necessary adjustment and/or recommendations.

B. Administer the church's approved salary and benefit program for personnel. Periodically recommend updating the church's salary and benefits program and submit those recommendations to the Finance Committee for review and comment and ultimately to the church for approval. This includes salary and benefit recommendations for the annual budget.

C. Review and make recommendations to the church concerning all requests for additional non-ministerial personnel. Such recommendations should be made with the review and comment of the Church Council and the Finance Committee.

D. Review and make recommendations to the church concerning all requests for additional ministerial personnel. Such recommendations should be made with the review and comment of the Church Council, the Finance Committee and the Active Deacons.

E. Review and approve recommendations received from the Senior Minister for employment and termination of non-ministerial personnel, e.g. secretaries, custodian, organist, etc.

F. Implement an annual process to provide evaluations from church participants to each minister and other staff members as appropriate. Serve as a liaison between church members and staff for matters of concern to members.

G. Organize and promote the work of ministerial search committees as specified in the By-Laws.

H. Recommend ministerial terminations when necessary. Communicate such recommendations to the Active Deacons and Church Council and then to the church at a church conference.

I. Make such other recommendations regarding personnel matters as the committee deems appropriate.

J. Maintain a Personnel Policies and Procedures Manual.

## **WEDNESDAY NIGHT SUPPER COMMITTEE**

### **I. Committee Structure**

The Wednesday Night Supper Committee is to be composed of two church members elected to two-year terms one of whom will serve as chair, and four Supper Teams elected to one-year terms.

The Chair of the Wednesday Night Supper Committee will serve on Church Council.

The Wednesday Night Supper Committee is to meet at least quarterly at the date and time agreed upon by the committee.

### **II. Committee Task Assignments**

The Wednesday Night Supper Committee is responsible for planning and executing the Wednesday night suppers. The Wednesday Night Supper Committee will:

- A. Formulate and recommend to the Staff written policies and regulations related to preparation and service of the suppers. (e.g. reservations and price of meals).
- B. Maintain an orderly and clean kitchen for service of Wednesday Night Suppers.
- C. Comply with local and state health policies.
- D. Attempt to have most of the meal cost covered by participants.
- E. Coordinate with the ministerial staff and Kitchen Service Team on matters related to preparation and service of Wednesday Night Suppers.
- F. Review and make budget recommendations to the Finance Committee necessary to support Wednesday Night Suppers.
- G. Organize and supervise each Supper Team which will be responsible for food set-up and service for one Wednesday supper each month. Each Supper Team will consist of a team leader plus such team members necessary to assist with the Wednesday suppers. The team leader will recruit the team members to serve during the year.
- H. Periodically discuss operations and seek congregation feedback regarding Wednesday night suppers.

## COLLEGIATE MINISTRY COUNCIL

### I. Council Structure

The Collegiate Ministry Council is to be composed of three church members elected to three year terms. An Associate Minister will serve as an ex-officio member.

The chair of the Collegiate Ministry Council is a church member elected by the council and will serve on Church Council.

The Collegiate Ministry Council is to meet at least quarterly at the date and time agreed upon by the council.

### II. Council Task Assignments

In cooperation with the ministerial staff, the Collegiate Ministry Council is to plan, coordinate, and direct a collegiate ministry for undergraduate and graduate students. The Collegiate Ministry Council will:

- A. Promote collegiate ministry (i.e. The Word, etc.) throughout the church so the church will always be mindful of and responsible for this ministry.
- B. Work with the Baptist Collegiate Ministry office on programs of mutual benefit.
- C. Coordinate the Collegiate Ministry with the work of the UBC Church Council to ensure good communication and maximum effectiveness.
- D. Review and make budget recommendations to the Finance Committee necessary to support the Collegiate Ministry.
- E. During final exam time in the fall and spring, coordinate a program that provides for a place for students to study (A Quiet Place to Study).
- F. During final exam time in the fall and the spring, possibly provide “care packages” to UVA students who attend UBC and mail “care packages” to students who grew up at UBC and are away at college elsewhere.

## **WOMAN'S MISSIONARY UNION EXECUTIVE COUNCIL**

### **I. Council Structure**

The Woman's Missionary Union (WMU) Executive Council is to be composed of a Director, the immediate past Director, and a representative from each WMU Circle. The Director will be selected by the WMU nominating committee.

The WMU Director is to serve as chair of the WMU Executive Council and will serve on Church Council.

The WMU Executive Council is to meet at the date and time agreed upon by the council.

### **II. Council Task Assignment**

In cooperation with the ministerial staff and the Missions/Ministry Committee, the WMU Executive Council is to provide general coordination and supervision of the missions activities and programs of the church. The WMU Executive Council will:

- A. Supervise, develop, and evaluate the woman's missions organizations of the church.
- B. Review and coordinate suggested program and ministry plans by the various woman's missions organizations of the church.
- C. Coordinate the WMU ministry with other programs and ministries of the church.
- D. Publicize, promote and conduct missions offerings, emphases, and studies involving the congregation.
- E. Encourage and assist the church to become involved in missions action projects.
- F. Recommend to the Nominating Committee suggested nominees for WMU leadership positions and the Wednesday Evening Missions Coordinator.
- G. Nominate someone from the WMU to serve on the Missions/Ministry Committee for a three-year term. This nomination should be submitted to the Nominating Committee for inclusion in its annual report.
- H. Review and make budget recommendations to the Finance Committee necessary to support the work of the WMU.
- I. Work with the Church Council in coordinating the council's efforts with those of other committees, councils, and service teams.

## **WELCOMING AND INCLUSION COUNCIL**

### **I. Council Structure**

The Welcoming and Inclusion Council is to be composed of the following: Senior Minister, a representative from the Active Deacons, Minister for Education, Chair of the Welcome Service Team and Chair of the Ushers. The chair of the Welcoming and Inclusion Council will serve on Church Council.

### **II. Council Task Assignments**

The Welcoming and Inclusion Council will assess the extent to which the Church is a welcoming and inclusive church and recommend/implement specific action plans to make our church more welcoming and inclusive. The Welcoming and Inclusion Council will:

- A. Meet at least twice a year to ensure hospitality and inclusion in all aspects of our church life to include review of church publications, signage, etc.
- B. Evaluate the effectiveness of our new member orientation and assimilation
- C. Maintain a welcoming and inclusive environment in the congregation's awareness as a shared responsibility.

## **YOUTH MINISTRY COUNCIL**

### **I. Council Structure**

The Youth Ministry Council is to be composed of the teachers from the Youth Bible Study Department, two youth, and two church members elected for two-year terms. The staff members responsible for youth programs will serve as ex-officio members.

The chair of the Youth Ministry Council is an adult member elected by the council and will serve on Church Council.

The Youth Ministry Council is to meet at least quarterly at the date and time agreed upon by the council.

### **II. Council Task Assignments**

In cooperation with the ministerial staff, the Youth Ministry Council is to plan, coordinate, and direct a comprehensive program of activities and ministries to the youth (grades 6 through 12) of the church. The Youth Ministry Council will:

- A. Determine the developmental and Christian religious educational needs of the church's youth. Develop and maintain a comprehensive, well-balanced ministry to youth which will meet determined needs.
- B. Establish, record, and review at least annually the goals and objectives of the church's ministry to the youth.
- C. Evaluate at least annually the direction and content of the church's ministry to the youth, making such modifications as deemed necessary.
- D. Coordinate the youth ministry with other programs and ministries of the church, remaining within the guidelines of operation and communication designated by the church and in cooperation with the Education Leadership and Church Council.
- E. Promote and publicize the church's ministry to youth.
- F. Supervise and maintain the learning environments, equipment, and supplies for youth ministry.
- G. Develop and implement ministries and programs for parents of youth.
- H. Review and make budget recommendations to the Finance Committee necessary to support the church's ministry to youth.

## **AUDIO/VISUAL SERVICE TEAM**

### **I. Structure**

The Audio/Visual Team is to be composed of church members who will be elected annually and may serve successive terms.

The Audio/Visual Team is to meet as often as necessary to carry out its task assignments and select a chairperson.

### **II. Task Assignments**

The Audio/Visual Team will be charged with the responsibility for the acquisition, maintenance and operation of all audio and/or visual equipment owned by the church. The Audio/Visual Team will:

A. Operate the audio/visual equipment utilized in worship services, church programs, other church meetings, and at other times as requested by the ministers.

B. Record, maintain and file recordings of the worship services. Duplicate recordings as requested.

C. Coordinate the live radio broadcast of Sunday morning worship services with the ministers.

D. Periodically inventory the audio/visual equipment of the church and provide for routine maintenance and repairs of such equipment.

E. Review and make budget recommendations to the Finance Committee necessary to support the equipment maintenance, and operational supplies required, such as audio and video tapes, batteries, etc.

## **BAPTISM SERVICE TEAM**

### **I. Structure**

The Baptism Team is to be composed of three church members who will be elected annually and may serve successive terms.

The Baptism Team is to meet as often as necessary to carry out its task assignments and to select a chairperson.

### **II. Task Assignments**

The Baptism Team is to ensure the provision of appropriate, well-maintained facilities, equipment and materials necessary for baptism, to assist candidates in preparing for their baptism, and to assist the Senior Minister in administering the ordinance. The Baptism Committee will:

- A. Provide the candidates with robes, towels and other items as needed and assist the candidates during training and the service.
  
- B. Clean up the dressing rooms after the service, launder the robes, towels, etc. and store for future use.
  
- C. Review and make budget recommendations to the Finance Committee necessary to support this ministry.
  
- D. Coordinate with the ministers on all activities.

## **CHURCH VEHICLE SERVICE TEAM**

### **I. Structure**

The Church Vehicle Team is to be composed of church members who will be elected annually and may serve successive terms.

This team is to meet at a date and time agreed upon by the team to select a chairperson and as often as required to fulfill the team assignments.

### **II. Task Assignments**

The Church Vehicle Team is responsible for the development and monitoring of policies, procedures associated with the operation of all vehicles owned or leased by the church to assure safe and high quality environment for those who use/travel on all church vehicles. The Church Vehicle Team will:

- A. Develop and monitor policies and procedures which address areas such as qualifications of drivers, maintenance of vehicles, insurance coverage, etc. These policies will be reviewed and updated annually and reviewed with the Church Council.
  
- B. In concert with the Church Council and church staff, coordinate the scheduling and use of the vehicle(s).
  
- C. Evaluate the utilization of church vehicle(s) and promote use by organized groups within the church as appropriate.
  
- D. Review and make budget recommendations to the Finance Committee necessary to support the operation and maintenance of the vehicle(s).

## **FLORAL SERVICE TEAM**

### **I. Structure**

The Floral Team is to be composed of church members who will be elected annually and may serve successive terms.

The Floral Team is to meet as often as necessary to carry out its task assignments and elect a chairperson.

### **II. Committee Task Assignments**

In consultation with the ministers, the Floral Committee will provide decorations which complement worship services and other special events. The Floral Team will:

- A. Provide floral arrangements for Sunday morning worship services in keeping with the themes, seasons, and styles of worship.
- B. Maintain and oversee floral supplies.
- C. Conduct periodic training programs to assist others in the development of interests and skills in flower arrangements.
- D. Coordinate the decorating of the sanctuary for Advent and other special occasions.
- E. Review and make budget recommendations to the Finance Committee necessary for floral equipment and supplies.

## **HEALTH MINISTRIES SERVICE TEAM**

### **I. Structure**

The Health Ministries Team is to be composed of church members who will be elected annually and may serve successive terms.

The Health Ministries Team is to meet as often as necessary to carry out its task assignments and elect a chairperson.

### **II. Task Assignments**

The University Baptist Church Health Ministries Team is to build a program with the aim of building wellness in body, mind, and spirit through health education, care-giving, and the healing message of the Christian gospel. The Health Ministries Team will:

- A. Provide information on health promotion, disease prevention, and health/illness management, including classes or clinics in response to the assessed needs of the church.
- B. Provide contacts and visits to offer support during times of illness, grief or other suffering.
- C. Serve as a patient advocate. Provide information and referral to church members regarding community, hospital, and other healthcare services.
- D. Coordinate volunteers who wish to serve or assist with the health needs of the congregation.
- E. Provide routine blood pressure screening occasionally on Sunday mornings.
- F. Provide an “on-call” person for Sunday Worship Service for any medical emergency and needed use of AED.
- G. Inventory and maintain first aid supplies.
- H. Review and make budget recommendations to the Finance Committee necessary to support Health Ministries.

## **KITCHEN SERVICE TEAM**

### **I. Structure**

The Kitchen Service Team is to be composed of at least three church members elected annually and may serve successive terms.

The Kitchen Service Team is to meet at a date and time agreed upon by the team to select a chairperson and as often as required to fulfill the team assignments.

### **II. Task Assignments**

The Kitchen Team is responsible for the kitchen and meal preparation facilities of the church. The Kitchen Team will:

- A. Formulate written policies, regulations, and checklists related to the use and upkeep of the church kitchen.
- B. Instruct other church organizations in utilizing the kitchen facilities.
- C. Monitor the use of church kitchen and related equipment and inventory.
- D. Make regular inventories and inspections of the kitchen and maintain supplies of expendable products (paper products, detergent, etc.) used in the kitchen.
- E. Maintain all kitchen equipment in good working order.
- F. Review and make budget recommendations to the Finance Committee necessary for kitchen maintenance and supplies.
- G. Periodically clean the kitchen.

## **LORD'S SUPPER SERVICE TEAM**

### **I. Structure**

The Lord's Supper Service Team is to be composed of at least six church members who will be elected annually and may serve successive terms.

The Lord's Supper Service Team is to meet as often as necessary to carry out its task assignments and elect a chairperson.

### **II. Task Assignments**

The Lord's Supper Team is to prepare the Lord's Supper. The Lord's Supper Team will:

- A. Purchase and prepare the elements.
- B. Maintain the furniture and the equipment needed for the Lord's Supper.
- C. Clean up after the service.
- D. Review and make budget recommendations to the Finance Committee necessary to purchase the elements and other supplies needed.
- E. Coordinate with the ministers on all activities.

## **MINISTERIAL RELATIONS SERVICE TEAM**

### **I. Structure**

The Ministerial Relations Service Team is to be composed of at least three church members who will be elected annually and may serve successive terms.

Members will be selected by Church Council and should represent the diversity within the congregation.

The Ministerial Relations Service Team is to meet to elect a chairperson and as often as necessary to carry out its task assignments.

### **II. Task Assignments**

The Ministerial Relations Team will facilitate communication between the ministerial staff and the congregation and among the ministerial staff. The team will:

- A. Listen, remain neutral, and work for clarity and channeling of concerns and positive feedback to/from the appropriate recipients.
  
- B. Without expressing personal opinions, help staff ministers or church members interpret concerns, proposed changes, and decisions that have been made.
  
- C. Inform the congregation of the role of this team.
  
- D. Use discretion and offer confidentiality throughout the process.

## **MUSIC AND WORSHIP SERVICE TEAM**

### **I. Structure**

The Music and Worship Service Team is to be composed of church members who will be recommended by the Associate Minister for Music and Worship, elected annually, and may serve successive terms.

The Music and Worship Service Team is to meet as often as necessary to carry out its task assignments and elect a chairperson.

### **II. Team Task Assignments**

In general, the Music and Worship Service Team will assist the Associate Minister for Music and Worship and other staff members responsible for the Worship and Music ministries in providing and implementing the Music Ministry program of University Baptist Church. Specifically the team will:

- A. Consider the worship needs and preferences of the congregation and address these by recommending the ingredients and style of worship services, including music, prayers, sermons, offering, Lord's Supper, and use of visual and literary arts and other tools of worship.
- B. Act as a sounding board for all members and age groups in the congregation. Listen to the voice of the congregation at large so that, within UBC's style of worship, the diversity represented within the congregation is accurately depicted.
- C. Act as an action team. Assist the Associate Minister for Music and Worship in the implementation of special music programs and activities.
- D. Identify and recruit individuals representing the diversity (age, gender, interest) within the church membership to utilize their gifts through the music and worship ministry.
- E. Coordinate with the staff in annual music and worship planning to include church-wide special events and celebrations.
- F. Recommend purchase, repair and maintenance of equipment and instruments used in the music and worship program.
- G. Coordinate with and assist the Floral Team regarding the decoration of the sanctuary for special occasions such as Easter and Christmas, and coordinate use and restoration of banners and other visuals during the church calendar year.
- H. Assist the Associate Minister for Music and Worship in developing the annual music and worship budget.
- I. Assist the Associate Minister for Music and Worship in securing and developing leadership for the Chapel Choir, Genesis Choir, Sanctuary Bells, and other groups as the needs arise.
- J. Assist the Associate Minister for Music and Worship and other designated staff members with other tasks that may arise but are not described here.

## **USHERS SERVICE TEAM**

### **I. Structure**

The Ushers will be composed of at least fifteen church members who will be elected annually and may serve successive terms.

The Ushers will meet as often as necessary to carry out their task assignments and elect a chairperson.

### **II. Task Assignments**

The Ushers will be responsible for greeting and assisting all persons who attend services of the Church in the sanctuary, or other locations as requested by the ministerial staff. Ushers are responsible for being familiar with church emergency plans and procedures. The Ushers will:

- A. Greet and hand to persons as they arrive in the vestibule the orders of worship, programs and other materials describing the Church, its services and ministries.
- B. Assist persons with disabilities as appropriate.
- C. Offer assistance to those with special needs; to include usage of wheelchair ramp, elevator, audio aids, nursery services and first aid.
- D. Assist medical personnel and congregational members in the event of a sudden illness or emergency.
- E. Provide orientation to new ushers.
- F. Seat worshippers during the appropriate times.
- G. Assist the ministerial staff in Church services as requested.
- H. Develop and maintain contingency plans and procedures for maintaining an atmosphere of worship that is secure and free of distractions.

## **WEDNESDAY MORNING WORK TEAM**

### **I. Structure**

The Wednesday Morning Work Team will be composed of volunteers who wish to serve as an operational arm of the Building and Grounds Committee and carry out various duties which complement the work of and charge to the B&G Committee. The team will be an adjunct part of the committee and will coordinate their duties with its chair to assure alignment of responsibilities, priorities, and tasks to be performed. The team shall meet as necessary to carry out their assignments and elect a chairperson.

### **II. Task Assignments**

The Wednesday Work Team will closely work with the B&G Committee to carry out the duties which are outlined in the Leadership Manual. Duties of the team will include but are not limited to:

- A. Conduct periodic risk management inspections and take corrective actions to assure a safe environment and which is conducive for worship, education and fellowship.
- B. Make building or equipment repairs which have been reported or identified.
- C. Assist with landscaping maintenance and repairs.
- D. Assist with general maintenance and repairs.
- E. Identify preventative maintenance methodologies and assure they are documented and followed.
- F. Complete special projects which are requested by staff or other members of the church.
- G. Monitor energy management and take corrective actions as needed.
- H. Recommend to B&G major expenditures which should be made to the interior or exterior of the building.
- I. Maintain procedure manuals which facilitate repairs, identifies paint colors, circuit breakers, etc.
- J. Develop monthly preventative maintenance schedules which assure a timely and systematic review of the building and its systems.
- K. Maintain a constant vigilance of safety issues and take corrective actions as needed.

## **WELCOME SERVICE TEAM**

### **I. Structure**

The Welcome Service Team is to be composed of a sufficient number of church members/regular attendees to welcome members and visitors at large gatherings such as Sunday morning activities. Their roles shall complement the work of the Ushers who will welcome members and guests into the sanctuary for worship services.

The Welcome Service Team shall meet as necessary to carry out their assignments and elect a chairperson.

### **II. Task Assignments**

The Welcome Service Team will:

- A. Ensure that Greeters are positioned at various entrances to welcome guests, members, and regular attendees.
- B. Provide information which may be needed and respond to various inquiries.
- C. Provide systematic follow-up information to the ministers as needed.
- D. Provide coverage for the church Welcome Center and distribute information as needed.
- E. Take or locate another member to take guests to areas of interest. (e.g. Bible Study Class)
- F. Have a team member in the parking lots on Sunday morning to assist members and guests with parking.

## **INTERCESSORY PRAYER MINISTRY COORDINATOR**

### **I. Objective:**

The Intercessory Prayer Ministry Coordinator is to facilitate participation in the University Baptist Church Intercessory Prayer Ministry. The Coordinator, in consultation with the Senior Minister or designated staff minister, should see that the Intercessory Prayer Ministry is given high visibility, adequate administrative leadership, and opportunity for growth within University Baptist Church.

### **II. Tasks and Responsibilities:**

The Intercessory Prayer Ministry Coordinator will:

- A. Remind the congregation of the central importance of prayer in the lives of the congregation and all that it undertakes.
- B. Promote the Intercessory Prayer Ministry through articles in the church newsletter, outside publications, seasonal/periodic emphases (worship, Bible Study, bulletin boards, etc.), and in other ways which may present themselves.
- C. Seek adequate administrative leadership so that the Ministry functions smoothly. Specifically:
  - 1. Keep the Prayer Room adequately supplied with PrayerGrams, pens, and other basic office supplies.
  - 2. Inform intercessors as to any changes in procedures.
  - 3. Keep Prayer Information Request Cards available in pew racks.
  - 4. Ensure that the most effective and efficient procedures are in place for getting prayer requests to the Prayer Room, getting PrayerGrams mailed, etc.
  - 5. Coordinate sign-up between intercessors and hours in which to pray.
  - 6. Coordinate sign-up between intercessors and homebound members who wish to be involved in the Intercessory Prayer Ministry.
  - 7. Celebrate answers to prayer (e.g. annual Intercessory Prayer Ministry banquet) and the overall effectiveness of the Intercessory Prayer Ministry.
  - 8. Seek ways for the Intercessory Prayer Ministry to be part of the church's ministry to the community.
  - 9. Inform the Church periodically of the need for intercessors so that others might be given the opportunity to serve in this ministry and so that this ministry might grow as the church grows.
  - 10. Review and make budget recommendations to the Finance Committee necessary to support the Intercessory Prayer Ministry.
  - 11. Seek ways to employ internet usage/online access to support intercessory prayer ministry.

## **LOVE, INC COORDINATOR**

### **I. Objective:**

The Love, INC Coordinator is to act as a point-of-contact between University Baptist Church and the local Love, INC organization. An assistant coordinator may be selected to assist the Love, INC Coordinator.

Love, INC is a clearinghouse ministry within the Charlottesville/Albemarle area which receives, verifies, then refers community needs to volunteers within area churches. When a need occurs that someone in University Baptist Church can fill, the local Love, INC organization calls our Coordinator with the information and the Coordinator matches the need with a volunteer, who then meets the need.

### **II. Tasks and Responsibilities:**

The Love, INC Coordinator will:

- A. Publicize the goals of Love, INC and encourage members to support in this ministry.
  
- B. Coordinate individual participation by University Baptist Church members during the year.

**APPENDIX A: DOCUMENTS WHICH ARE AVAILABLE IN CHURCH OFFICE AND ON THE  
CHURCH WEBSITE**

1. Constitution of University Baptist Church
2. By-Laws of University Baptist Church
3. Leadership Manual
4. Policies, Procedures and Documents