

Leadership Manual

UNIVERSITY BAPTIST CHURCH

1223 West Main
Charlottesville, VA

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OVERVIEW

Church Council is the principal lay administrative body of the church, with responsibilities for the sharing of information between various groups, coordinating their functions, and resolving conflicts among them.

Deacons are elected and ordained to be the lay ministerial leaders of the congregation. The 21 Active Deacons will be primarily concerned that the congregation be spiritually healthy and that the church fulfill its mission according to its understanding of the will of God.

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.

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

A team provides a specific function in the church and has variable numbers of members, who can join or leave a team whenever they choose, and do not need to be elected through the Nominating Committee process.

	Committee	Council	Team
How created, removed	Defined in Bylaws	Defined in Bylaws	Church Council creates/removes as needed
Number of people	Defined (6)	Defined	Flexible
How you join	Nominated by Nominating Committee, elected in Church Conference	Some predefined positions, some at-large members (nominated/elected)	Join/leave anytime you choose
Term	3 years (rotating)	1 year	No terms
Chair is on Church Council?	Yes	Yes	No
Must be church member?	Yes	Yes	Team Leader only

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.

CHURCH COUNCIL

Composition:

As stated in the Bylaws:

“The Church Council is to be composed of the following: Senior Minister, Associate Minister(s), Ministry Coordinator(s), Chair of the Deacons, Moderator, Chairs of all standing committees and councils, and four at-large members of the congregation. The four at-large members shall be nominated by the Nominating Committee and elected by the congregation to a two-year term, with half beginning their term each year. The Nominating Committee shall nominate one of the existing or newly nominated members of Church Council to be the chair of Church Council for election by the church to a one-year term as chair.”

Although they do not have a voting position on Church Council, Team Leaders are invited to attend and participate in Church Council meetings, particularly when there are questions related to their area of ministry. Church Council is encouraged to communicate regularly with Team Leaders and to invite to particular Church Council meetings lay leaders whose function relates to upcoming events or anticipated agenda items.

Task Assignments:

- A. Coordinate church programs and activities and oversee the church's Committees and Teams. Church Council should communicate regularly with all Team Leaders, so that those not on Church Council will also be informed about current decisions and discussions. Church Council may consider hosting an annual meeting of all Team Leaders to hear concerns and share ideas.
- B. Review plans and actions proposed by the church's staff, officers, organizations, committees, councils, and teams. 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), team(s) or the Active Deacons, suggested ministries, programs, activities, or actions which are not defined in the Bylaws or Leadership Manual.
- E. Establish with the Active Deacons on or before June 1 of every third year a Joint Administrative Review Committee (JARC) to review the Constitution, Bylaws, 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. Recommend to the church Historian items of interest that should be retained for the church archives.
- J. 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.
- K. 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.
- L. 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/reverse the plan such as retreats, outside resources, etc. When the plan is approved by the congregation, it should be made available to the congregation.
- M. Church Council will periodically review and update the Leadership Manual, as well as the church Policies, Procedures and Guidelines. Significant changes to the Leadership Manual are to be reported to the congregation at the next Church Conference.
- N. Communicate regularly with the congregation, explaining significant discussions, decisions, and actions.
- O. Assign additional tasks, form new teams or remove existing teams, create ad hoc committees to perform specific tasks as the need arises, and exercise discretion to deal with issues and tasks which do not fall within the job descriptions of other committees, councils, or teams.

COMMITTEES

Composition:

As stated in the Bylaws:

“The standing committees of University Baptist Church are the following: Buildings and Grounds, Finance, Nominating, and Personnel. Unless otherwise defined in these Bylaws, committees will be composed of six church members elected to serve three-year terms, with one third of members rotating off each year. The Nominating Committee will recruit and nominate one member or nominee of each committee to serve as its chair for a term of one year. ”

Each committee is to be led by a chair, elected by the congregation, and such other officers as it chooses to elect.

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

Each committee is to meet as needed to fulfill its assignments. The chair of each committee is responsible for calling meetings and informing the church office.

Each committee 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 member is expected to resign by contacting the committee chair, who in turn is expected to notify the chair of the Nominating Committee.

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

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.

BUILDINGS AND GROUNDS COMMITTEE

As stated in the Bylaws:

“The Buildings and Grounds Committee shall be responsible for the care, safety, and maintenance of church property, including the physical building and attached structures, parking lots, grounds, playground area, and facility equipment. The committee shall also be responsible for overseeing the safety and security of the building and the safety of those who attend services. The committee will authorize expenditures related to the maintenance and minor improvements of the church property, and it will recommend major maintenance and improvement items to Church Council.”

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 equipment other than audio/visual and office 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.

Task Assignments:

- 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.
- 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 specified inspections of safety equipment items such as alarms, fire extinguishers, emergency exit batteries, emergency lighting, AED, 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.
- R. Coordinate with the UBC Work Team for maintenance and improvements.
- S. Coordinate with Church Administrator and Staff to ensure building is opened and secured in a timely matter.

FINANCE COMMITTEE

As stated in the Bylaws:

“The Finance Committee shall maintain and supervise the church’s financial program in all its dimensions. It shall oversee the receipt and disbursement of church finances, regularly monitor and inform the congregation of the church’s financial status, and prepare and recommend to the congregation a proposed budget for each calendar year. The Treasurer of the church is to be an ex-officio member of the Finance Committee.”

The Treasurer of the church is to be an ex-officio member of the Finance Committee.

Task Assignments:

The Finance Committee is to maintain and supervise the church's financial program in all its dimensions. The Finance Committee will, either directly or through appropriate delegation to the Treasurer and/or Financial Secretary:

- 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 report on the prior fiscal year (calendar) at the first quarter church conference.
- K. Provide periodically to committee chairs and other lay leaders a financial statement related to their budget and year-to-date expenditures.

NOMINATING COMMITTEE

As stated in the Bylaws:

“The Nominating Committee is to be composed of six members, including a chair, who are to be recruited and nominated by the Active Deacons for election by the church in conference. The Nominating Committee is responsible for the recommendation and recruitment of lay leaders in the church, including church officers, members and chairs of committees and councils, at-large members of Church Council, and the chair of Church Council. The Nominating Committee will also function as a resource to help Teams find new Team Members and to help church members find positions in which to serve.”

Task Assignments:

- A. Recruit, nominate, and recommend to the church at a church conference lay persons who are to serve on church committees, councils, 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. Recruit, nominate, and recommend chairs for all committees and councils except where otherwise stated in the Leadership Manual.
- C. The report of the Nominating Committee should indicate committees, councils, teams, and coordinator positions which are designated as inactive for the year.
- D. 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.
- E. Serve as a resource to help Teams find new Team members when needed.
- F. Help church members find positions in which to serve.

Use Appendix A as a reference to verify which leadership positions the Nominating Committee is responsible for filling.

Consider the information in Appendix B when filling leadership positions to ensure it is being done in accordance with the Bylaws.

PERSONNEL COMMITTEE

As stated in the Bylaws:

“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 committee is to review and approve recommendations received from the Senior Minister for employment and termination of non-ministerial personnel (e.g. office administrative staff, custodian, organist, etc.). The committee is to review and make recommendations to the church concerning all requests for additional ministerial and non-ministerial personnel. The committee is to recommend a personnel compensation and benefits package to the Finance Committee each year to be considered in the annual budget.”

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.

Task Assignments:

- 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 of staff members, including input from church participants for each minister and other staff members as appropriate.
- G. Serve as a liaison between church members and staff for matters of concern to members.

- H. Organize and promote the work of ministerial search committees as specified in the Bylaws.
- I. Recommend ministerial terminations when necessary. Communicate such recommendations to the Active Deacons and Church Council and then to the church at a church conference.
- J. Make such other recommendations regarding personnel matters as the committee deems appropriate.
- K. Maintain a Personnel Policies and Procedures Manual.

COUNCILS

Composition:

As stated in the Bylaws:

“In addition to Church Council, the standing Councils of the church are the Missions Council and the Youth Ministry Council. Councils are responsible for actively and regularly overseeing an assigned portion of the church’s life and work. They are comprised in part or totally of members appointed for service as a result of their election to specified leadership positions. The Missions Council and the Youth Ministry Council shall choose their own chairs, who shall serve on Church Council. At-large members of the Missions Council and Youth Ministry Council serve one-year terms.”

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

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

MISSIONS COUNCIL

As stated in the Bylaws:

“The Missions Council is composed of the Woman’s Missionary Union (WMU) Director, the chairs of each of the WMU Circles, and three at-large representatives from the congregation who will be nominated by the Nominating Committee and elected by the congregation. The Missions Council is to coordinate, promote, advocate, and assess the missions activities of the church.”

Task Assignments:

- A. Coordinate and assess the missions programs and activities of the church, including those led by the WMU.
- B. Publicize, promote and conduct missions offerings, emphases, and studies involving the congregation.
- C. Encourage and assist the church to become involved in missions action projects.
- D. Make recommendations to the church about external missions partners and how to support them.
- E. Communicate to the congregation existing missions activities. Organize, initiate and publicize missions opportunities to be carried out by UBC which may include PACEM and OIAM.
- F. Review make budget recommendations to the Finance Committee necessary to support the expenditure needs and budget requests for fulfilling the church’s missions goals.

YOUTH MINISTRY COUNCIL

As stated in the Bylaws:

“The Youth Ministry Council is composed of the teachers from the Youth Bible Study Department, the Youth Ministry Coordinator, and four at-large members of the congregation (two youth and two adults) who will be nominated by the Nominating Committee and elected by the congregation. The Youth Ministry Council is to plan, coordinate, and direct a comprehensive program of activities for and ministries with the youth of the church (grades 6 through 12).”

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.

Task Assignments:

- 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 youth ministry program.
- 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.

TEAMS

Composition:

As stated in the Bylaws:

“Teams provide a variety of specific services to the church and may have various numbers of members according to their function. Anyone may join or leave a Team at any time during the year, and there is no church membership requirement to serve on a team except that the team leader must be a church member. Each Team shall select its own Team Leader annually at the beginning of the church organizational year and report this information to the Nominating Committee. Each team will also report changes in team membership to the Nominating Committee, who will, in turn, report these changes to the Church Council. The current list of Teams is to be maintained in the Leadership Manual. Church Council may form or remove Teams as needed and shall update the Leadership Manual accordingly, reporting significant changes at the next Church Conference.”

AUDIO/VISUAL TEAM

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 media, batteries, etc.
- F. Maintain a library of audio/video recordings of services and maintain YouTube site.
- G. Coordinate with the staff to use video content to advance the ministry of the church.

BAPTISMAL TEAM

The Baptismal 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 Baptismal Team 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.

COLLEGIATE MINISTRY TEAM

In cooperation with the ministerial staff, the Collegiate Ministry Team is to plan, coordinate, and direct a collegiate ministry for undergraduate and graduate students. The Collegiate Ministry Team 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. Coordinate the Collegiate Ministry with the work of the UBC Church Council to ensure good communication and maximum effectiveness.
- C. Review and make budget recommendations to the Finance Committee necessary to support the Collegiate Ministry.
- D. During final exam time in the fall and spring, coordinate a program that provides a place for students to study (A Quiet Place to Study).
- E. 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.

FAITH AND JUSTICE TEAM

The Faith and Justice Team 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 interfaith groups outside the Church (e.g. IMPACT).
- D. Review and make budget recommendations to the Finance Committee necessary to support Faith and Justice initiatives.
- E. Receive and evaluate relevant requests from the congregation for budgetary support and make recommendations to the Finance Committee.

FELLOWSHIP TEAM

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

- A. In consultation with the Church Council and the ministers, determine those specific fellowship activities for which the Fellowship Team 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, committees, and teams when requested, to assist in the coordination and conduct of related fellowship activities.
- D. Suggest activities that promote the fellowship mission of the church.
- 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 team's efforts with those of other committees, councils, and service teams.

FLORAL TEAM

In consultation with the ministers, the Floral Team 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.

FUNERAL RECEPTION TEAM

The Funeral Reception Team will coordinate with ministers when a funeral reception is requested and will coordinate with the UBC Work Team and/or Custodian for any setup needs. The Team will make sure food and drinks are provided for the funeral reception. They will oversee setup, decoration, serving, and cleanup.

HEALTH MINISTRY TEAM

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 health screenings, such as 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.

HOSPITALITY TEAM

The Hospitality Team will:

- A. Receive written requests from church staff and church council for specific hospitality events for which the Hospitality Team 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 Team.
- B. Enlist workers and assistants for church-wide receptions, including clean-up responsibilities.
- C. Work with various church committees and teams 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.

INTERCESSORY PRAYER MINISTRY TEAM

The Intercessory Prayer Ministry Team leads the church in intercessory prayer. Team members may sign up for times to pray each week in the Intercessory Prayer Room. Team members also send PrayerGrams to church members and others on our prayer list as requests come to the church. Detailed responsibilities for leading this team can be found in the description for the Intercessory Prayer Ministry Coordinator.

KITCHEN TEAM

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 TEAM

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.

UBC MORNING WORK TEAM

The UBC Morning 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 that 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.

USHER TEAM

The Ushers will be composed of at least fifteen church members and 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 NIGHT SUPPER TEAM

The Wednesday Night Supper Team is responsible for planning and executing the Wednesday night suppers. The Wednesday Night Supper Team 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 four Supper Teams 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.

WELCOME TEAM (GREETERS)

The Welcome Team will:

- A. Ensure that Greeters are positioned at various entrances to welcome guests, members, and regular attendees on Sunday mornings and at other times as requested by ministerial staff.
- 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 to assist members and guests with parking on Sunday mornings and at other times as requested by ministerial staff.

CIRCLE OF CARING TEAMS

“Circle of Caring” is our deacon-led team ministry designed to meet the needs of our members and others associated with UBC. It is also an opportunity for church members to share their gifts, talents and passions with others in the church and in the community.

How it works:

Anyone who has a need or knows of a need can call the church office (434) 293-5106.

- The Deacon Coordinator will assess the need and alert the appropriate teams.
- Teams will respond to needs with care and compassion.
- Team members will receive training as needed.

BEREAVEMENT TEAM

The Bereavement Team offers support to our church family in times of grief and loss, such as visiting, sending cards, bringing a basket of supplies, and helping with other needs identified by the family.

CELEBRATIONS TEAM

The Celebrations Team acknowledges and celebrates special days and significant accomplishments of our members.

COMFORT FOOD TEAM

The Comfort Food Team provides meals for those dealing with illness, grief, new babies, surgery, or other challenges.

CONGREGATIONAL CARE TEAM

The Congregational Care Team stays in touch with UBC members and provides support as needed, including interacting with members who are no longer able to travel outside their homes and contacting or visiting members in the hospital and other health care facilities.

SMALL JOBS AND TRANSPORTATION TEAM

The Small Jobs and Transportation Team supplies helping hands for small projects and provides rides to church activities and other important appointments.

COORDINATORS

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 how to fulfill the purposes of this ministry.
- 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.

OIAM COORDINATOR

Operation Inasmuch is our churchwide day of service, typically held in late spring. The coordinator leads the church in planning, recruiting volunteers, and implementing the service day. We often collaborate with other local nonprofits, performing various tasks such as painting, light construction work, gardening and yard work, sewing projects, and cleaning.

PACEM COORDINATOR

“People and Congregations Engaged in Ministry” (PACEM) is a collaboration of local congregations to provide food and overnight shelter for homeless men and women during the winter months. Our church typically houses the men for two weeks. The PACEM Coordinator(s) recruit and oversee church volunteers to perform the necessary tasks for this ministry, such as laundry, cooking and serving meals, staying overnight, and setting up the Fellowship Hall.

VBS COORDINATOR

Our church typically hosts a week of Vacation Bible School each summer for children in the church and the surrounding community. The VBS coordinator selects a curriculum, promotes the program, coordinates registration, and recruits church volunteers to fill the various roles before and during Vacation Bible School.

CHILDREN’S CHURCH COORDINATOR

The Children's Church Coordinator is responsible for making the quarterly Children's Church Schedule, coordinating with church staff to assemble lesson materials, putting the packet together, and having the church office send it out.

DEACONS

As stated in the Bylaws:

“Deacons are elected and ordained to be the lay ministerial leaders of the congregation. The Active Deacons will be the group with primary responsibility for areas of lay ministry, including ministries to the congregation, evangelism, outreach, discipleship, denominational relations and matters of faith. Together with the Staff Ministers and the Church Council, the Active Deacons will establish the general direction and focus of the church’s life and work. The Active Deacons will be primarily concerned that the congregation be spiritually healthy and that the church fulfill its mission according to its understanding of the will of God.”

Composition and Election: as stated in the Bylaws:

“The Active Deacons will consist of twenty-one church members elected to serve for a three-year term, coinciding with the church organizational year. 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.

All active church members who are at least 18 years of age and living in the central Virginia area are eligible for election except those who have served as Deacon within the current organizational year and those who have been designated Deacon Emeritus. See the Deacon Handbook for details of the election process. The election of Deacons will be held in the spring of each year and conducted by ballot of the church membership (one ballot submitted per church member).

The deacons are elected by plurality, with the seven nominees receiving the largest number of votes and who are willing to serve being 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 by majority vote.

In the event a Deacon is unable to fulfill his/her term of office, the vacancy will be filled by the person receiving the next highest vote count in the previous election or as an additional person in an upcoming election, as determined by the procedure defined in the Deacon Handbook.

All newly elected Deacons who have never been ordained, either as a minister or Deacon, by laying on of hands by a church of like polity will be so ordained in a service of ordination. After the ordination, all newly elected Deacons will be installed into the office at the beginning of the organizational church year.”

The Active Deacons maintain and approve changes to the Deacon Handbook, which explains in detail the responsibilities of deacons, the deacon election process, and other information about service as a deacon. Please refer to the **Deacon Handbook** for further detail about the role of deacons and the logistics of their work.

APPENDIX A: RESPONSIBILITY FOR FILLING LEADERSHIP POSITIONS

Church Officers

- Moderator: *Nominating Committee*
- Treasurer: *Nominating Committee*
- Assistant Treasurer: *Nominating Committee*
- Church Clerk: *Nominating Committee, or the Senior Minister may designate one of the church administrative staff to serve as Church Clerk*
- Recording Secretary: *Nominating Committee*
- Parliamentarian: *Nominating Committee*
- Historian: *Nominating Committee*
- Trustees: *Nominating Committee*
- Endowment Fund Trustees: *Nominating Committee*

Church Council

Chair of Church Council is selected by the Nominating Committee, from the following people:

- Senior Minister: *based on position*
- Associate Minister(s): *based on position*
- Ministry Coordinator(s): *based on position*
- Chair of the Deacons: *based on position*
- Moderator: *based on position*
- Buildings and Grounds Committee Chair: *based on position*
- Finance Committee Chair: *based on position*
- Nominating Committee Chair: *based on position*
- Personnel Committee Chair: *based on position*
- Missions Council Chair: *based on position*
- Youth Ministry Council Chair: *based on position*
- At-Large Member: *Nominating Committee*
- At-Large Member: *Nominating Committee*
- At-Large Member: *Nominating Committee*
- At-Large Member: *Nominating Committee*

Committees

- Buildings and Grounds Committee: *Nominating Committee (also nominates the chair)*
- Finance Committee: *Nominating Committee (also nominates the chair)*
- Nominating Committee: *Active Deacons (also nominates the chair)*
- Personnel Committee: *Nominating Committee (also nominates the chair)*

Councils

Missions Council *(chooses its own chair)*

- WMU Director: *based on position*
- Annie Armstrong Circle chair: *based on position*

- Kittie Colvin Trail Circle chair: *based on position*
- At-Large Member: *Nominating Committee*
- At-Large Member: *Nominating Committee*
- At-Large Member: *Nominating Committee*

Youth Ministry Council (chooses its own chair)

- Youth Ministry Coordinator: *based on position*
- Middle School Teacher: *based on position*
- High School Teacher: *based on position*
- At-Large Youth: *Nominating Committee*
- At-Large Youth: *Nominating Committee*
- At-Large Adult: *Nominating Committee*
- At-Large Adult: *Nominating Committee*

Teams: *anyone may join a Team at any time; each Team selects its own Team Leader*

- Audio Team
- Baptismal Team
- Collegiate Ministry Team
- Faith & Justice Team
- Fellowship Team
- Floral Team
- Funeral Reception Team
- Health Ministry Team
- Hospitality Team
- Intercessory Prayer Ministry Team
- Kitchen Team
- Lord's Supper Team
- Usher Team
- UBC Morning Work Team
- Visibility Team
- Welcome Team (Greeters)
- Wednesday Night Supper Team

Messengers: *church in conference*

Representatives

- Love INC Contact Person: *church in conference*
- AIM Representative: *church in conference*
- IMPACT Representative: *church in conference*

Circle of Caring Teams: *the Deacons will recruit new Team Leaders; anyone can join a team.*

- Bereavement
- Celebrations
- Comfort Food

- Congregational Care
- Small Jobs & Transportation

Active Deacons: *elected by the congregation*

Sunday Bible Study: *recruited by ministerial staff*

Music leadership: *recruited by ministerial staff*

Other Lay Leaders

- PACEM Coordinators: *recruited by ministerial staff*
- OIAM Coordinators: *recruited by ministerial staff*
- Children's Church Coordinator: *recruited by ministerial staff*
- Intercessory Prayer Ministry Coordinators: *recruited by ministerial staff*
- VBS Director: *recruited by ministerial staff*

APPENDIX B - NOMINATING COMMITTEE CONSIDERATIONS

Information to consider from the Bylaws:

- *“Except where otherwise expressly provided in these Bylaws, Church Officers, chairs of committees and councils, and members of committees and councils not automatically selected as a result of elected position must be active members of this church and shall be nominated by the Nominating Committee and elected by the church in conference. In all such cases, nominations may also be received from the floor in the church conference at which the election is to take place. Elections shall be by majority vote, for terms concurrent with the church operational year.”*
- *“In unusual circumstances, the Nominating Committee may, with Church Council approval, recommend for election people who are not church members to serve on Committees and Councils in a non-voting capacity. However, the chairs of Committees and Councils must be members of the church.”*
- *“If vacancies occur during the year on committees, councils, or Church Officer positions, the Nominating Committee will nominate a replacement to serve for the unexpired portion of the term. This replacement must be approved by Church Council and reported at the next regular Church Conference.”*
- *“Except where otherwise expressly provided in these Bylaws, Church Officers shall be elected by the church in conference for a term of one year.”*
- *“Three trustees will be elected by the church for six year terms with one trustee being elected every two years. Trustees will not be eligible for re-election until the lapse of two years after the end of their most recent term. The trustees will elect a chair annually.”*
- *“Three Endowment Fund Trustees will be elected by the church for six year terms with one trustee being elected every two years. Trustees will not be eligible for re-election until the lapse of two years after the end of their most recent term. The trustees will elect a chair annually.”*
- *“The four at-large members [of Church Council] shall be nominated by the Nominating Committee and elected by the congregation to a two-year term, with half beginning their term each year. The Nominating Committee shall nominate one of the existing or newly nominated members of Church Council to be the chair of Church Council for election by the church to a one-year term as chair.”*
- *“Unless otherwise defined in these Bylaws, committees will be composed of six church members elected to serve three-year terms, with one third of members rotating off each year. The Nominating Committee will recruit and nominate one member or nominee of each committee to serve as its chair for a term of one year.”*
- *“The Missions Council and the Youth Ministry Council shall choose their own chairs, who shall serve on Church Council. At-large members of the Missions Council and Youth Ministry Council serve one-year terms.”*

Other information to consider:

- If possible, the Building and Grounds Committee should have individuals with professional training in the areas of police work, fire training and safety.

- The Nominating Committee is strongly encouraged 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.
- The Nominating Committee is encouraged to strive, where possible and feasible, to secure a sufficient number of lay leaders to avoid a situation where one member will be serving in more than two leadership roles simultaneously.

APPENDIX C - CHURCH DOCUMENTS

Constitution

- Governing document that defines our identity as a congregation
- Any changes must be approved by vote of the congregation

Bylaws

- Governing document with processes for church organizational management and leadership
- Any changes must be approved by vote of the congregation

Leadership Manual

- Guidance to help lay leaders in their work
- Maintained and approved by Church Council

Policies, Procedures, and Guidelines

- Documents describing processes for various situations and organizational management
- Maintained and approved by Church Council

Deacon Handbook

- Explanation of the role and procedures for the Active Deacons
- Maintained and approved by the Active Deacons

Personnel Policies and Procedures Handbook

- Employment policies and procedures
- Maintained by the Personnel Committee and approved by Church Council

Copies of these documents are available to everyone.