



Meridian Baptist Church  
660 South Third Street, El Cajon, CA 92019  
Phone: (619) 444-3171

## Committee Policies and Procedures

The committees of the church exist to plan, coordinate, implement, and evaluate the work assigned to them by the church.

**TYPES OF COMMITTEES:** All committees shall be classified as Standing, Service or Special. A standing committee works throughout the year. Membership on standing committees is on a rotational basis as outlined in the constitution and bylaws. Service committees work throughout the year without the same membership rotation restriction imposed on standing committees. Special committees serve for as long as the special need exists. Special committees should be evaluated each year to determine if the need still exists.

### Standing Committees

Church Council	Nominating Committee
Personnel Committee	Building and Grounds Committee
Budget Control Committee	Missions Committee
Long Range Planning Committee	Church/School Relations Committee

### Service Committees

Public Relations Committee	Fellowship Committee
Preschool Committee	History Committee
Flower Committee	Library and Media Committee

### Special Committees

Youth Ministry Committee	Community Block Party Committee
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### Membership:

#### Personnel:

1. Personnel for committees are recommended to the church in September of each year by the Nominating Committee.
2. No person shall serve on more than one (1) standing committee during a given year.
3. Limit service to one person per family on all major committees.
4. All committee members shall be church members.

#### Rotation:

Membership on all standing committees shall be on a rotation basis. One third of the committee will rotate off each year with the church council being an exception.

#### Term of office:

The committee membership year is from January through December. A person is elected for one year and is eligible to succeed himself for two (2) years.

**Officers:** Each committee shall have a chairman, vice-chairman, and secretary. The Nominating Committee will recommend the chairman. Each committee will select its vice-chairman and secretary.

**Meetings:** All regular committees shall meet at least quarterly. Some committees will require monthly meetings. These will be spelled out in committee job descriptions.

**Minutes:** Each committee shall maintain permanent minutes of all meetings. One copy of the minutes shall be submitted to the church office. The committee secretary will keep a copy.

**Reports:** All regular committees shall make a report to the Church Council. The chairman from each committee will be a member of the Church Council.

**Vacancies:** The Nominating Committee shall recommend new members to fill vacancies that occur during the year.

**Budgeting:** All regular committees shall submit requests for budget monies to the Budget Control Committee.

**Requests for Purchasing:** All committees shall abide by the Policies and Procedures for requisitioning purchase of supplies, equipment, and other expenditures as adopted by the church.

**Staff Advisors:** The Pastor will serve as ex officio member of each committee. The Pastor will be responsible for assisting committees in fulfilling their responsibilities.

### **Duties of a Committee Member**

1. Know the purpose, duties, and members of the committee.
2. Be present and on time for meetings.
3. Participate in discussions.
4. Contribute to the planning and achievement of activities/projects.
5. Complete assignments as agreed upon.
6. Keep the committee chairperson informed about progress on assignments; report at committee meetings.

### **Duties of a Committee Chairperson**

1. Know the purpose, duties, and members of the committee.
2. Request and administer committee budgeting.
3. Serve as a member of the Church Council.
4. Plan the agenda for each meeting of the committee.
5. Conduct meetings.
6. Supervise the work of the committee secretary.
7. Assign responsibility to committee members for follow-through actions.
8. Lead the committee to:
  - Identify and schedule some activities/projects.
  - Develop a sequence of actions.
  - Prepare a timetable.
  - Determine the resources needed.
  - Complete activities/projects.
9. Report committee action(s), as appropriate, to the Church Council and the church business meeting.
10. Collaborate, as necessary or desirable, with church staff members, church officers, Church Council, Deacon Council, church program directors, and other committees.