

## WESTFIELD BAPTIST CHURCH MINISTRY TEAMS

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## **AUDIO-VISUAL MINISTRY TEAM**

Number of People: 6-10

Purpose:

Maintain the sound and video equipment.

Responsibilities:

Coordinate and/or make repairs to sound and video equipment as needed.

Schedule and/or participate in the running of sound/video equipment, as needed, during: Sunday morning worship service, Wednesday night bible study; Wednesday night choir practice; church plays; and, any special event requiring sound and/or video equipment.

Work with the Pastor, Associate Pastor, Church Staff, Music Director, Drama Director, and Worship Committee to accommodate all church events requiring sound and/or video equipment.

If scheduled to be in the sound room on Sunday morning: run the soundboard, video tape the service, audio tape the service and reboot the chimes computer.

Make two copies of the video tape before the following Sunday.

Meet once per month.

## **BAPTISTERY MINISTRY TEAM**

Number of People: 4-6

Purpose:

See to it that the baptistery is maintained.

Responsibilities:

Have baptistery filled with water when baptisms are scheduled.

Have towels available.

Purchase and maintain robes for baptisms.

## **BENEVOLENT MINISTRY TEAM**

Number of People: 5

Purpose:

To actively search out monetary needs in the community and oversee distribution of yearly budgeted funds.

Responsibilities:

Look around the community and see what the church can do locally and administer to those needs in a way that would involve the church.

Evaluate requests for financial help individually and determine what and how much would be appropriate to provide.

Requests for assistance must be presented in writing, along with proof of need (such as a final notice), so the benevolent and finance committees have a record of the transaction. A receipt must follow payment to the provider, not the applicant (rent, mortgage, utilities, medical needs and shelter). Distribution of funds and amounts will be at the discretion of the committee. Any amount exceeding their budget must be brought to the church body at a business meeting for a vote.

Requests for assistance must not exceed one time a year (Jan-Dec). The "requests for funds" form must be completed and given to the Finance Committee. Funds will be taken from the Benevolent Ministry Team Budget.

Decide what the church staff or individual benevolent committee member can decide on their own when calls are received requesting help. (List of guidelines)

Be able to provide people with information about where they may receive assistance when the church is not able to help. (Various crisis resource lists to be kept in Pastor's office, church office and food pantry.)

Keep a list of who we help and in what manner we help them for future ministry opportunities.

Follow up: When we give help, give tracts and/or information with food or financial help. Give recipient's names to visitation groups, pastor, Brotherhood, WMU and/or deacons.

### **BEREAVEMENT MEAL COORDINATORS**

Number of People: 1-3

Purpose:

The Bereavement Meal Coordinators will be responsible for coordinating a meal when a church member dies or when a death occurs within a church member's immediate family (i.e., parent, spouse, child), if the family requests a meal. Each family should be treated equally. The meal is to be served in Westfield Baptist Church's Fellowship Hall only, at a time that serves the immediate family and their needs.

Responsibilities:

1. Contact family member(s) to discuss a meal and time or contact the Pastor for plans and family's need for food.
2. Arrange food for a meal by making sure that a PhoneTree message is sent out to members of the church explaining time of the meal and food needs.
3. Work with Kitchen Supply Committee to ensure serving products are available for all meals: paper plates, spoons, forks, tea, coffee, etc.
4. Food to be provided for the meal by volunteers of the congregation in the church and/or other volunteers
5. Coordinate volunteers to set up and take down tables according to needs at the time of the meal.
6. Coordinate volunteers to be available to prepare food and drinks for serving and assist in meeting and greeting family and friends.

7. After meal, clean up fellowship hall and kitchen.
8. Enlist and encourage volunteers to help with Bereavement Meals from the church's congregation
9. If a Sunday School class/ or other group(s) chooses to host the meal, the Bereavement Coordinators would not be involved unless assistance is requested by the group or class.

### **BUILDING/GROUNDS MINISTRY TEAM**

**Purpose:**

To oversee the maintenance of the building and grounds, which includes the cemetery.

**Responsibilities:**

Schedule walk-through of the property and prepare list of needed maintenance work.

If outside vendors are to be used for any type of maintenance work, committee will prepare scope of work for bids, solicit bids and award contracts to vendors after appropriate funds for payment have been approved by church members; coordinate work schedules with vendors and oversee work performance of the vendor awarded contract.

Work with Finance Committee in preparing budget needs for each fiscal year.

If committee member is willing and wants to do the work needed, they will perform needed task(s) and/or hire contract labor to perform the duty.

Schedule work days requesting church members to participate in, which should include window washing, heavy-duty cleaning, etc.

Rotate among committee members scheduled weeks for members to contact regarding maintenance requests.

Oversee the maintenance of mechanical systems, electrical, plumbing and water systems at the church and parsonage.

### **CHURCH HISTORIAN**

**Purpose:**

Keep a written account of historical happenings of the church.

### **CLEAN-UP COMMITTEE**

**Purpose:**

Volunteers will clean up after church functions if food is served in the Fellowship Hall.

**Responsibilities:**

If you serve on this committee, and cannot be available to clean-up on your appointed time, it is up to YOU to find someone to take your place.

If using dishwasher, be sure to turn it on at least 2 hours before anticipated time of use.

All church-owned dishes, utensils, pots and pans are to be washed, dried and put in designated cabinets.

Wash top of stove when necessary.

Wash and dry all tables before stacking.

Wipe off chairs before stacking.

Wash high chairs.

Dispose of liquids that have been put in bucket located in Fellowship Hall.

Do not store leftovers in refrigerators. Take them home or dispose of them.

Turn off coffeemaker; switch is located on the power strip behind pot.

Remove coffeemaker filter – if left in coffee pot, it will develop mold.

When finished with dishwasher, dry interior and leave door open.

Take home and wash and dry towels, dishcloths, and potholders

If tablecloths are used: divide them up between committee team and church members so they can be taken home, washed, folded and brought back to church. Put back in storage containers and put in storage closet

**Make sure all garbage bags are tied and stacked near trashcan in Fellowship Hall ready for pick up by Janitorial Staff.**

### **COMMUNICATIONS MINISTRY TEAM**

Number of People: 2-5

Purpose:

Develop and maintain a church brochure and visitors' packet.

Keep church bulletin boards updated. Have one bulletin board designated as a calendar with events posted.

When needed, organize for posters to be made and distributed where it is allowed locally.

Place ads in local newspapers. (Not a budgeted item; need to submit budget at end of year to Finance Committee)

Write articles for local newspapers and contact local newspapers on when and how to advertise events and happenings at the church.

Review the church calendar and seek out information which might need to be advertised.

Make available to the committees and church attendees a calendar of scheduled events (church-wide, youth, children, Golden Years)

Update information on church's website, i.e. prayer requests, information concerning events, church calendar and other updates that may be requested by committees.

### **CONSTITUTION COMMITTEE**

**Purpose:**

Review, update and rewrite the current constitution, as needed.

**Responsibilities:**

Each change must be brought before the church members for approval or disapproval.

Update any changes or amendments as passed by the church members.

### **EVENTS PLANNING MINISTRY TEAM**

**Number of People:** 3-6 people

**Purpose:**

Oversee the details of all church-wide fellowships placed on the calendar.

**Responsibilities:**

Develop ideas and themes for church-wide events and make sure details are covered for these events.

Use lead team concept to get events planned.

Attend the calendar planning meeting.

See that Hanging of the Greens decorating is done.

May assist work on special props needed for choir productions at Christmas and Easter as needs arise.

### **FINANCE MINISTRY TEAM**

**Purpose:**

Oversees all income received by the church, all financial accounts and debt approved by the congregation; develops and maintains a fiscally responsible budget that is presented to and approved by the congregation.

**Responsibilities:**

Responsible for attending the monthly meetings. Responsible for counting the weekly offerings on Sundays, on a rotating basis, from Sunday School and Sunday Worship, along with any special offerings, and verifying envelopes to actual monies received. This is done under dual control at all times. This process involves populating an excel spreadsheet to record each gift that is received. Committee members are then responsible for preparing the deposit advices and delivering to the bank.

Oversees controls of checks and balances to insure the proper handling of all financial gifts given to the church to protect the Church offerings and the committee members.

Oversees the process for regulating the use of any credit cards or lines of credit obtained by the church from any business or financial institution.

Following the leadership of the Holy Spirit, work with the appropriate committees in planning and developing an annual budget that prioritizes the financial needs of the church for each fiscal year. Approval by the congregation of said budget will be annually.

The Church Secretary prepares monthly financial statement for review and approval by the Finance Team. The Finance Team reviews entries and approves the final statement for presentation by the Finance Team at monthly business meeting. Any sizable expenses or deviation from the approved budget will be presented and discussed.

Manages all accounts maintained in financial institutions that contain currency, stocks and bonds, or other financial funds. Also makes sure the appropriate signors are updated as needed.

Provides the congregation with recommendations concerning the borrowing of funds and refinancing of any debts.

Recommends changes in the budget to the congregation as circumstances dictate during each fiscal year.

Informs and consults with the Deacons when performing any of the above details as stated in the Constitution of the church.

### **FOOD PURCHASE/PREPARATION MINISTRY TEAM**

**Purpose:**

Oversee the purchase and preparation of food for church-wide events.

**Responsibilities:**

Purchase and provide what is needed as committees request food for church events, i.e. special banquets for youth, Sunday school functions, VBS, Golden Years events, Missions Committee fund raisers, etc.

### **GOLDEN YEARS MINISTRY TEAM**

**Number of People:** 4-7

**Purpose:**

Focus on the senior adults of the church and determine ways to minister to them and keep them involved in church activities.

**Responsibilities:**

Arrange a Golden Years Banquet at least once a year with food provided by the church just for the senior adults. Provide a sign-up sheet and contact all shut-ins.

Arrange for transportation to the banquet and deliveries of plates to homes of shut-ins, if necessary.

Plan events that would be ideal for senior adults.



Work with the young retirees to help minister to the homebound through organized visitation and planned Golden Years events.

Communicate to the church, ministry opportunities to help senior adults, such as grocery store transportation, home maintenance needs, etc. (Let Youth Department know of these needs for their scheduled work days.)

### **GREETERS**

**Purpose:**

Oversee Sunday morning worship service needs.

**Responsibilities:**

Be present in the sanctuary at 10:40 to greet people as they arrive.

Hand out Guest Packets; shake hands and smile.

If necessary, make visitors aware of the location of the nursery and locations of bathrooms.

### **KITCHEN SUPPLY MINISTRY TEAM**

**Purpose:**

Make sure the church's kitchen is prepared for the church-wide events that are scheduled.

**Responsibilities:**

Maintain an inventory of stock items in the kitchen, i.e. paper products, disposable items, drinks, coffee, dish liquids, dish cloths and other general items pertinent to the operation of the kitchen for scheduled church-wide events.

At a committee's request, order and/or purchase special supplies for church-wide scheduled events that would not be a stocked item and pertinent to the event scheduled.

Work with the Finance Committee in preparing the budget for purchase of kitchen items needed.

Consult with the Food Purchase/Preparation Ministry Team as to their needs for food preparation and work with the team in making meals ready for serving, i.e. setting out prepared pot luck dishes, making sure dishes are ready to serve, etc.

Enlist assistance from church members in clean up of cabinets, refrigerators, etc., as needed.

Oversee overall upkeep of the kitchen as it relates to cleanliness and work with the Staff Relations Ministry Team as to cleaning needs from the custodial staff and Clean-Up committee.

### **LONG-RANGE PLANNING MINISTRY TEAM**

**Number of People:**

Total of seven (7), made up of the Sunday School Director and the chairpersons of the following committees: Deacons, Staff Relations, Finance, Missions, Golden Years and Building and Grounds; the Pastor and Associate Pastor of Youth and Children will serve as ex-officio members

Purpose:

To provide accountability and assistance to the Pastoral Staff in determining the Lord's will for the long-term direction of our church and to seek solutions to the challenges facing our church in the foreseeable future. Their purpose is not to handle the day-to-day tasks of the church, but to be proactive in dealing with the challenges of the future.

Responsibilities:

Determine the long-range opportunities for Westfield Baptist Church to impact the surrounding community with the Gospel of Jesus Christ.

Identify the challenges within those opportunities and investigate ways to overcome them.

Identify the future needs of the church in the areas of administrative and pastoral staff, facilities and ministries.

Identify and evaluate any trends in the demographics of our community in order to make our church more effective in reaching our community.

Recommend appropriate action to other committees and/or the congregation.  
Meet with the Pastor every other month.

Make a report to the congregation during monthly business meetings concerning the work being done.

**LORD'S SUPPER (COMMUNION) MINISTRY TEAM**

Number of People: 2-4

Purpose:

Prepare for the Lord's Supper

Responsibilities:

Make supplies available.

Prepare sanctuary for communion on designated Lord's Supper Sundays.

**MEDIA CENTER DIRECTOR**

The Media Center Director is responsible for the ministry of circulating Christian media throughout the church membership and/or community. Duties include but are not limited to:

Maintaining records of all monetary donations, new and used media.

Purchases of new media and payment of all invoices through the church secretary.

Coordinate a schedule of volunteers who supervise the library during church hours throughout the church year.

Shelving new media added to the collection and re-shelving of media when returned by patrons.

Classifying and cataloging media as added to the library collection.

Affixing labels to media added to collection.

Entry of all media as added to church library collection database.

Training new volunteers on how to enter information or obtain information from library computer database (adding media, checking in media, checking out media).

### **MEDIA CENTER ASSISTANTS/HELPERS**

Assist Media Center Director and Assistant Media Center Director as needed.

Greet patrons when they come into the library

Help patrons with request for media when need arises

Check in and check out media using library computer data base

Shelf all checked in media

When finished shut down computer and close library

### **MISSIONS MINISTRY TEAM**

Number of People: 4

Including WMU Director, Brotherhood Director and Representative from Benevolent Committee and one member at large.

Purpose:

Maintain local missions awareness in the church and encourage the church to become actively involved in missions opportunities.

Responsibilities:

Seek out local missions needs and opportunities that the church body can be involved in helping to meet.

Communicate mission needs to the church body and how a church member could be involved.

Oversee and organize Food Pantry. Make known to congregation the need to restock the food.

Routinely go through the pantry to make sure outdated food items are discarded; rotate stock.

## **NOMINATING MINISTRY TEAM**

### Purpose:

Determine when voluntary positions are needed in the church and seek out volunteers to fill those positions.

### Responsibilities:

Organize committees and staff for communication with each other.

Seek people to fill positions when the need arises. Remember to consider spiritual gifts; not just fill an empty spot with a warm body.

Guide committees in understanding their responsibilities annually.

Evaluate committee needs annually.

Print and keep up to date a list and definition (with responsibilities) of committees.

Educate church on committee and staff structure.

Have committee description available when asking people to fill positions.

## **NURSERY COORDINATORS**

Number of People: 2-4

### Purpose:

Oversee the needs and organization of nursery and toddler care provided by the church.

### Responsibilities:

Keep drinks and snacks available at all times and ensure drink cups and containers are clean at all times.

Maintain a schedule for cleaning of nursery areas including sanitizing toys and keeping sheets and blankets washed and cleaned.

Oversee the toys for the play area and make sure that the toys are safe for children.

Develop and maintain guidelines for parents such as organization of diaper bags, child check-in and check-out, etc.

Separate infants from toddlers when their numbers are too large

Schedule workers for Wednesday and Sunday nights' worship services and for other church events as needed.

**When scheduling for nursery care, two (2) people are ALWAYS required to be in the nursery. One adult should be 21 years or older; helpers are to be 16 years or older. Only (1) person under 21 shall be scheduled at any given nursery time. No other persons under 16 years of age shall be present in the nursery while children in the nursery are under caregivers' supervision.**

Offer ideas to the appropriate committees concerning room organization, attractiveness, nursery needs (furniture, toys, linens, bathroom fixtures, etc.), sanitation, nursery care, budget needs and possible problems.

Communicate nursery needs to the church and recommend a budget to the Finance Committee for general nursery expenses.

Develop and maintain guidelines for caregivers concerning rescheduling or lining up a substitute when a scheduled caregiver is unavailable.

Post a job description of things that need to be done for nursery workers, i.e. certain toys that need to be washed, diapers checked/changed before parents come to pick up child, etc.

Have sign-in and sign-out logs available for checking in and out of nursery and communication of needs for each child.

Insure that only the child's parents or guardian are allowed to pick up their child.

### **SANCTUARY FLOWERS MINISTRY TEAM**

Number of People: 1-4

Purpose:

See that flowers are provided whenever necessary for church functions.

Responsibilities:

See that flowers are present at worship services.

Advertise to the church the opportunity that anyone has to personally place the flowers in the sanctuary for occasions at their request.

Organize the purchase of poinsettias for Christmas decorations in the sanctuary.

Submit budget annually to the Finance Committee.

### **STAFF RELATIONS MINISTRY TEAM**

Purpose:

Communicate to the paid staff the expectations of the church.

Responsibilities:

See that vacancies are filled when the need arises.

Write job descriptions for each staff position.

Address problems that might arise involving paid staff.

Evaluate paid staff, as well as serve as advocate for staff members regarding personal issues.

### **SUNDAY SCHOOL DIRECTOR**

Responsibilities:

Work with the Pastor and Church Council and be accountable to them.

Organize structure of Sunday school and classrooms, i.e. assign classrooms according to size, etc.

Evaluate needs related to space, budget, Bible study curriculum, supplies and other resources; recommend actions related to needs.

Meet regularly with teachers for prayer, planning and making assignments related to evangelism, outreach, fellowship, ministry and Bible teaching.

Recruit and train teachers, making them aware of what is expected of them as teachers.

Be visible and available as people are coming in the S. S. to greet and help direct visitors to their respective classrooms.

Be a resource person for teachers, giving encouragement and information.

During the S. S. hour, move around freely and check on classrooms and potential problems; sit in on classes to assess needs.

Help classes and departments become organized.

Evaluate teachers and keep them accountable.

Promote S. S., i.e. have campaigns to encourage growth, high attendance Sunday, etc.  
Evaluate the need for a bus ministry, organizing it and recruiting helpers.

**USHERS**

Purpose:

Oversee Sunday morning worship service needs.

Responsibilities:

Greet people as they arrive, smiling, shaking hands and passing out bulletins.

Seat new people, making them aware of nursery and bathroom locations.

Collect the offering.

Train new ushers.

**VAN MINISTRY TEAM**

Purpose:

Van maintenance

Responsibilities:

General maintenance; changing oil regularly per Owner's Manual, inspect tires, etc.

See CALENDAR SCHEDULE for use of van.

Sign-up sheet for use of van MUST BE ENFORCED.

Collect all keys that are floating around in the field. (May be mentioned in the business meeting so everyone can turn in keys.)

Chairman is to have a key, plus one other member.

Needs to determine a system to issue and collect keys.

Needs to inspect EXTERIOR and INTERIOR of van after being used. If not in satisfactory condition, discuss with user.

Van must be filled with gas upon return.

Driver of the van must see church secretary to give Drivers' License number for insurance purposes.

### **WORSHIP MINISTRY TEAM**

#### Purpose:

Prayerfully coordinate the church's worship program.

Number of People: Consists of at least five (5) people. At least one of the five should be a choir member and at least one member should be from the congregation. The children's music leader should also be a member, as well as the church choir leader/pianist.

#### Responsibilities:

Coordinate, with the Pastor, choir, etc., all parts of all church worship activity, keeping the worship services from becoming unguided by the Holy Spirit and too perfunctory.

Inform the secretary of items to be listed in the bulletin, etc.

Coordinate the scheduling of special singing with the choir and pastor, giving as equally as possible, each person or group of people who wants to sing the opportunity to do so.

Help the choir leader/pianist in choosing choir music, including Christmas and Easter cantatas.

Coordinate the children's Christmas special.

Work with the Audio/visual Committee to meet the needs for worship.

Work with the Building/Grounds Committee on the physical arrangement of the sanctuary and fellowship hall in meeting our worship service needs.