

2. COMMITTEES AND TEAMS

2.0 POLICY ON COMMITTEE MINUTES

Title: Preservation of Committee Minutes

Responsible Committee or Minister: Director of Administration

I. PURPOSE

This policy ensures that a record of decisions made in committee and team meetings is preserved in case of fire, wind or water damage to the church property. An electronic copy of all minutes will be backed up daily and preserved off site.

II. POLICY

1. Minutes that reflect accurately both the discussions and the actions of each committee/team meeting shall be recorded.
2. Both an electronic and a paper copy of said minutes shall be filed with the Director of Administration or his designee within seven calendar days of the meeting.
3. The electronic copy shall be uploaded to the appropriate file on the church's hard drive within seven calendar days of receipt by the Director of Administration or his designee.

III. EFFECTIVE DATE

January 1, 2008

IV. APPLICABILITY

This policy applies to all committees/teams approved by the church as well as any ad hoc committees formed to deal with special projects or problems.

V. RESPONSIBILITY

1. Chairpersons of each committee are responsible for assuring that minutes are kept and recorded properly as specified above.
2. The Director of Administration or his designee is responsible for maintaining paper copies for three years and for preparing permanent electronic copies of all minutes
3. The Director of Administration or his designee is responsible for the safe keeping of permanent records of minutes in a secure off site location or locations.

VI. DATE LAST REVISED

July 19, 2016

2.1 AUDIO AND LIGHTING TEAM

PURPOSE:

To operate and maintain the sound systems and lighting equipment used in Brookwood Baptist Church services.

DUTIES:

1. To operate the sound systems and lighting equipment at worship services, church activities, and special services, such as weddings and funerals.
2. To maintain the sound and lighting equipment.
3. To make recommendations to the church concerning changes or additions to the sound and lighting equipment.
4. To develop and maintain documented operating procedures for this team and to furnish copies to Ministry Placement and Director of Administration or his designee.
5. To provide a copy of this team's operating procedures and PDO to each new team member to train and equip new members.
6. Enlist and train church members to operate sound and lighting equipment.

ORGANIZATION:

1. This team will be composed of *a team captain, serving a one-year term, nominated by the Ministry Placement Committee and elected by the church, and a pool of volunteers recruited by MPC as needed.* The members of this team may serve consecutive terms.
2. The *team captain* will be selected by the Ministry Placement Committee and may serve consecutive terms.
3. Ministerial Staff Facilitator: Minister of Music and Senior Adults
4. Accountability: Senior Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Church Policy date: 08/01/06

Revised date: 07/19/16

BAPTISM TEAM

PURPOSE:

To assist the Pastor and baptism candidates in preparation for the ordinance of baptism.

DUTIES:

1. Prepare the baptistery area and dressing rooms.
2. To coordinate with the Senior Pastor's Ministry Assistant to have robes and towels available.
3. To meet candidates before the service to show them to dressing rooms and remain after baptism until all candidates are dressed and ready to leave. **Two Adults will be present in the Dressing Room at the time of Baptism. This is the current procedure.**
4. To be sure floors of dressing rooms are dry and wet towels and robes are placed into provided containers.
5. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
6. To provide a copy of this team's operating procedures and PDO to each new team member to better train and equip new members.
7. *The team captain will train volunteers on current Brookwood Child Protection policies.*

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will consist of *a team captain, serving a one-year term, nominated by the Ministry Placement Committee and elected by the church, and a pool of volunteers recruited by MPC as needed.* Members may serve consecutive terms. *The team will be made up of an adequate number of males and females to serve baptism needs.*
3. The *team captain* will be selected by the Ministry Placement Committee. The *team captain* may serve consecutive terms.
4. Ministerial Staff Facilitator: Senior Pastor
5. Accountability: Senior Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church

Effective date: 08/01/06

Revised date: 07/19/16

2.3 BIRMINGHAM BAPTIST ASSOCIATION REPRESENTATIVE

PURPOSE:

To represent Brookwood Baptist Church (BBC) at regular quarterly meetings of the Birmingham Baptist Association (BBA).

DUTIES:

1. To represent BBC at quarterly meetings of the BBA.
2. To report items of significance to the ministerial staff and/or Deacons, as appropriate.

SELECTION:

1. The representative, who will be a member of BBC, will be nominated by the Ministry Placement Committee and elected by the church.
2. The representative will be elected to serve a two-year term. A representative who has served a full term will be ineligible for reelection before the expiration of one year.
3. Accountability: Church Coordinating Council, Deacons, BBC.

Effective date: 01/01/08

Revised date: 7/19/16

CHILDREN'S MINISTRY TEAM

PURPOSE:

To work with the Children's Minister to lovingly and effectively minister to the Brookwood Baptist Church children in grades 1 – 6 and their families.

DUTIES:

1. To plan, coordinate, publicize, and evaluate programs, events, and activities for children in grades 1 – 6.
2. To promote involvement and fellowship of children and their families in the overall ministries of Brookwood Baptist Church.
3. To assist in the enlisting and training of leadership and volunteers for the children's ministry.
4. To formulate and review policies and procedures relating to the children's ministry.
5. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
6. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of eight members, with four selected each year to serve two-year terms.
3. The chair will be selected by the Ministry Placement Committee.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: Minister to Children and Their Families
6. Accountability: Minister to Children and Their Families, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

2.5 CHURCH COORDINATING COUNCIL

PURPOSE:

To keep Brookwood Baptist Church and its committees and ministry teams aligned with the Church's vision statement and strategic plan, to prayerfully seek Godly wisdom and guidance in decision-making, to build consensus within the congregation, and to provide for greater openness in congregational communication with the Church body.

DUTIES:

1. To enhance communication and facilitate coordination of activities and issues among committees, teams, and Brookwood Baptist Church. Council representatives and ministerial staff members will report on their respective teams or areas of responsibility at each meeting.
2. To aid in the administration of Brookwood Baptist Church by considering issues or proposals brought before it by committees, teams, other church groups, and church members. In considering a proposal brought before it, the Council may choose to do one of the following:
 - a. Refer the originators of the proposal to the Deacons for review of the proposal prior to submitting the proposal to the Church for a vote in a business meeting. Written comments from the Church Coordinating Council will accompany the proposal when presented to the Deacons and the Church.
Examples of proposals that must be brought before the Church for a vote include, but are not limited to, adoption of the annual church budget, revisions to the approved budget, non-budgeted expenditures, creating or staffing ministerial positions, establishment of new permanent committees or teams, changes to the church by-laws or constitution, changes to church policy or programs, and modification to church facilities or properties.
 - b. Refer the proposal back to the originating source with written comments or suggestions for the purpose of clarification, study, or modification.
 - c. Approve the proposal as presented, provided such proposal is not of a far reaching nature or does not have significant church-wide impact. All such approvals by the Council shall be reported to the Church in the next scheduled business meeting.
3. To communicate to Brookwood Baptist Church the activities of the Church Coordinating Council by reporting at quarterly business meetings and by publishing reports through various sources such as the *Alabama Baptist*, the church website, and Carenotes.
4. To review issues and set the agenda for quarterly business meetings.
5. To refer relevant church issues to the Strategic Planning Team (not active at present time) for study and to review proposals from the Strategic Planning Team before presentation to the Deacons and the Church. The Strategic Planning Team will make its own presentations to the Deacons and the Church.
6. To coordinate and publicize the calendar of events for the Church
7. To review proposals for ad hoc committees or teams which would address major church-wide issues.
8. To make proposals, as needed, to the Church in business meetings on issues that have originated through the work of this Council with input from the ministerial staff, Deacons, and appropriate committees or teams.

9. To recommend to the Personnel Committee to begin the process of staffing search committees for vacant ministerial positions.
10. To develop and maintain documented operating procedures for this council and to furnish copies to the Ministry Placement Committee and the Director of Administration or his designee.
11. To provide a copy of the Council's PDO to each new Council member to better train and equip new members.

ORGANIZATION:

1. Council Composition: The members of the Church Coordinating Council will include the chair, vice-chair, or a selected member from each of the following committees or teams – Deacons, Finance Committee, Personnel Committee, Ministry Placement Committee, Risk Management and By-Laws Committee, **the Early Childhood Center Committee**, and Mission Coordinating Team. The Senior Pastor, the Executive Pastor, the Sunday School Director, and three at-large members will complete the Council. The three at-large members will be nominated by the Ministry Placement Committee and elected by the church. In nominating at-large members for the CCC, the Ministry Placement Committee is encouraged to be inclusive of a wide range of the church body. At the time of their election to the CCC, the at-large members shall not be a member of the Deacons, Finance Committee, Personnel Committee, Ministry Placement Committee, Risk Management and By-Laws Committee, and Missions Coordinating Team and shall not be the spouse of another member of the Council. All members of the Church Coordinating Council, excluding the Pastors, should be members of Brookwood Baptist Church for at least three years. The other Ministers and the Director of Administration or his designee will be non-voting, ex-officio members of the Council and should attend each meeting.
2. Length of Service: Representatives from the Deacons, Finance Committee, Personnel Committee, Ministry Placement Committee, Risk Management and by-laws Committee, and Mission Coordinating Team shall serve one year on the council. The Sunday School Director shall serve on the council for the duration of his/her term as Sunday School Director. Each of the at-large members shall serve three-year terms with one elected each year. Each at-large member of this committee shall not be eligible for re-election as an at-large member of this committee until two years has elapsed between terms.
3. Officers of the Council: The chair of the Council shall be the at-large member who has completed one year of service on the council, and the vice-chair shall be the new at-large member on the Council. A secretary will be designated and will take minutes at all meetings. A copy of these minutes should be archived in accordance with church policy.
4. Quorum: All positions should be represented at each meeting; if unable to attend, a Council member shall send a representative. A quorum will be seven members in attendance and will be necessary for decision-making.
5. Frequency of Meetings: Meetings will be held once a month. Called meetings may be held to address emergency situations or other business. A 72-hour notice must be given in advance of a called meeting before a vote may be taken. To provide for needed continuity, a joint meeting of old and new Council members will be held before a new council begins service at which time operations, procedures, and ongoing business of the council will be reviewed.
6. Accountability: Board of Deacons and Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 4/30/2018

COLLEGE MINISTRY TEAM

PURPOSE:

To work with the College Minister to minister to those members of Brookwood Baptist Church who are attending college and to those area college students who attend Brookwood Baptist Church.

DUTIES:

1. To plan, coordinate, publicize, and evaluate Sunday School and other programs, events, and activities for college students.
2. To plan and evaluate ways of communicating with and ministering to students attending colleges away from Birmingham.
3. To plan and evaluate ways of ministering and serving students at area colleges.
4. To promote involvement and fellowship of college students in the overall ministries of BBC.
5. To assist in the enlisting and training of leadership and volunteers for the college ministry.
6. To formulate and review policies and procedures relating to the college ministry.
7. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of at least four members, each serving one-year terms. The members of this team may serve consecutive terms.
3. The chair will be selected by the Ministry Placement Committee and may serve consecutive terms.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: College Minister
6. Accountability: College Minister, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

CONNECTIONS TEAM AT PRESENT NO ACTIVE CONNECTIONS TEAM

PURPOSE:

To provide for consistent visitor follow-up, connecting them into the fellowship, ministries and programs of the church.

DUTIES:

1. The “CONNECTIONS TEAM” should take the lead in developing an atmosphere in which Brookwood members are led to look for opportunities to welcome and include visitors and guests. Our goal is to show a Christ-like love to all who come through our doors, to let them know that Brookwood members care about them, want to minister to them, and want to join them in becoming mature disciples of Christ.
2. The “CONNECTIONS TEAM,” in cooperation with the ministerial staff, will have the primary responsibility for first-time visitor follow-up and relationship building. This is to include, but not limited to:
 - a) Welcome guests immediately following the worship service in order to make an initial contact.
 - b) Assign visitors to a team member who would make an initial contact with first-time visitors as soon as possible following their first visit to begin developing a relationship with the visitor.
 - c) Introduce visitors to a broad range of activities and ministries in which they might be interested such as Sunday School, Wednesday night activities, small group Bible studies, upcoming events, etc., making an effort to introduce the visitor to those who may have common interests.
3. The “CONNECTIONS TEAM” will work together with staff, Sunday School, committees and teams to provide an on-going calendar of creative events for visitors where they will have a chance to meet other visitors, team members, staff and lay readers, as well as other Brookwood members.
4. The “CONNECTIONS TEAM” will work with Sunday School and other appropriate committees or ministries of the church to develop a flyer (s) for distribution to visitors and guests which will explain the ministries and opportunities available through Brookwood Baptist Church. This flyer should be updated annually and would include, but not be limited to , information on Sunday School classes, ministry programs, small group Bible studies and accountability groups, opportunities for service and on-going mission activities.
5. Members of the “CONNECTIONS TEAM” will nurture all visitors under their care, continuing to introduce them to various groups, committees and ministries within the church.

ORGANIZATION:

1. The members of this team will be nominated by the Ministry Placement Committee and elected by the church. Candidates for this new team should possess a strong desire to minister to visitors and guests, have a good knowledge of our church and its various ministries, and have the gift of hospitality. Consideration should be given to including members of the Greeters and Ushers teams on this team. Members of this team may enlist volunteers as needed without additional action by the church.
2. The team will be composed of at least six people who are members of Brookwood Baptist Church, each serving one-year terms. The members of this team may serve consecutive terms.
3. The MPC will select the chair and vice-chair.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. The team will be placed under the Discipleship Teams segment of the church flow chart, in the ministerial teams section. This team will work closely with teams in the worship and missions area to accomplish their tasks.
6. Ministerial staff facilitator: Directional Pastor
7. Accountability: Directional Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church

Effective 07/01/06

Revised date 6/6/16

2.8 DEACONS

PURPOSE:

To be God's servants to Brookwood Baptist Church and to support and assist the Pastors in the spiritual nurture of the church.

DUTIES:

1. To provide spiritual guidance for the church by prayerfully reviewing all recommendations before these are presented to the church for vote.
2. To make recommendations to the Church Coordinating Council concerning issues not relegated to any church committee or team.
3. To fervently pray for Brookwood Baptist Church.
4. To support and assist the pastors in ministering to the spiritual and physical needs of the members and regular **non-member** attendees of Brookwood Baptist Church.
5. To coordinate with the Ministerial Staff, Sunday School leadership, and other appropriate committees and teams to contact those who have visited Brookwood Baptist Church and to minister to them as guests of our church.
6. To coordinate with the Ministerial Staff in ministering to the members, family, and friends of Brookwood Baptist Church who are in the hospital, recuperating at home, living in a nursing home or retirement community, or have other special concerns.
7. To nominate members of the Ministry Placement Committee. In April each year, those deacons in the last year of their three-year term of service, along with the Pastors, will comprise a committee to nominate the three new members of the Ministry Placement Committee who will begin serving their three-year term in August. These deacons are charged to select church members who have the necessary spiritual gifts, skills, temperament, and life experiences for this important committee, as well as, to select church members who represent a wide range of the church body. These deacons will also nominate from the Ministry Placement Committee, a new chair and vice chair for that committee. They should consider filling the chair position with the vice-chair from the current year. Then these new committee members and officers will be presented to the church for election.
8. **Perform Lord's Supper responsibilities**

ORGANIZATION:

1. The Board of Deacons will consist of a minimum of 9 and a maximum of 40 church members, each having been a member of the church for at least two years, with one-third of them elected each year to serve three-year terms. Currently, there are **21** deacons serving on the Board. That number can be changed only by vote of the church at a business meeting. After serving a term of three years, no person shall be eligible for re-election until the lapse of two years.
2. Deacons of Brookwood Baptist Church should meet the qualifications mentioned in 1 Timothy 3:8-13 and Acts 6:1-7.

3. In the fall of each year, nominations for Deacons should be solicited from the members of the church. Nominations are open to all church members who are considered adult age. Persons who are currently serving as deacons and those who served as deacon the previous year are ineligible for nomination. Also, spouses are not allowed to serve as active deacons at the same time. These nominations will then be delivered to the Ministry Placement Committee for tabulation. The results of this tabulation will be given to a team consisting of the Deacon Chair and Vice-Chair, and the Pastors for careful review and to determine willingness to serve. Then this team will recommend to the church, in a regular business meeting, a slate of deacons consisting of nominations for the exact number of positions to be filled.
4. The deacon officers shall be Chair, Vice-Chair, and Secretary: **do we need a secretary?**
Chair – The Vice-Chair will serve as Chair the next year.

Vice-Chair -- In November each year, at the direction of the Deacon Chair, those deacons in the last year of their three-year term of service, along with the Pastor, will comprise a committee to determine the Vice-Chair for the next year. This person shall be selected from those deacons completing the first year of their three-year term of service and should be contacted to determine if he/she is willing to serve. The Vice-Chair for the new year will be announced at the December deacon meeting.

Secretary – Before the January deacon meeting, the Chair will appoint a deacon to serve as Secretary for the year. The secretary shall take minutes at all deacon meetings. A copy of these minutes should be archived in accordance with established church policy.

5. The Deacons will meet monthly.

6. Accountability: Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 4/30/2018

EARLY CHILDHOOD CENTER COMMITTEE

PURPOSE:

To work with the Early Childhood Center leadership to lovingly and positively impact the quality of life for the children enrolled in the Early Childhood Center and to strive to ensure that every child and family of the Early Childhood Center will be touched in a Christ-like way.

DUTIES:

1. To make recommendations to the Early Childhood Center leadership related to personnel, maintenance, food and nutrition, facilities, and space.
2. To identify and review long-term goals and needs of the Early Childhood Center.
3. To review **and approve** the annual Early Childhood Center budget.
4. To establish and review Early Childhood Center policies and procedures.
5. To establish and review Early Childhood Center rate charges.
6. To review and recommend Early Childhood Center equipment requests.
7. To advise the Personnel Committee in the hiring of the Early Childhood Center Director.
8. To work with the Early Childhood Minister and the Preschool Team in planning and implementing ways of ministering to the children and families of the Early Childhood Center.
9. To communicate and coordinate with the Risk Management and By-Laws Committee concerning risk management issues of the Early Childhood Center.
10. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
11. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This committee will consist of **5 members; vice chair, chair, past chair (each serving 3 years) and 2 at-large members serving repeatable one year terms. The intent of having at-large members serve one year is to provide the ECC Committee flexibility in having members with unique skills for anticipated situations.** The members of this committee should be members of Brookwood Baptist Church. No person may serve simultaneously on more than one Administrative Committee.
3. The chair and vice-chair will be selected by the Ministry Placement Committee and will serve a one-year term. The vice-chair will become the chair the next year.
4. A member of the committee should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with established church policy.
5. The Director **and Assistant Director** of the Early Childhood Center and a member of the staff designated by the Director of Administration will be non-voting, ex-officio members of the committee.
6. Ministerial Staff Facilitator: Director of Administration
7. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 07/19/16

ENDS OF THE EARTH MINISTRY TEAM

PURPOSE:

To guide and coordinate the international mission ministry of Brookwood Baptist Church.

DUTIES:

1. To recruit participants for new and existing international mission opportunities.
2. To champion existing international mission projects.
3. To form new international mission partnerships.
4. To create long term international mission relationships that result in the adoption of peoples.
5. To collect and prepare budget requests for international mission initiatives.
6. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
7. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee, after consulting with the Mission Coordinating Team, and elected by the church.
2. The team will consist of five to eight members, elected for a one-year term. Members may serve consecutive terms.
3. The chair is selected by the Ministry Placement Committee and may serve for at most two consecutive years.
4. The secretary should take minutes at all meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: Senior Pastor
6. Accountability: Mission Coordinating Team, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

FELLOWSHIP TEAM

PURPOSE:

To plan and coordinate fellowship activities for Brookwood Baptist Church.

DUTIES:

1. To plan and coordinate food and decorations for annual church events, such as the Annual Church Picnic and the Advent fellowship, as well as special church receptions and events
2. To enlist volunteers to assist with these events.
3. To coordinate with the Food Service Director concerning these events.
4. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of at nine members, with three selected each year to serve three-year terms.
3. The chair will be selected by the Ministry Placement Committee. The chair may serve consecutive terms.
4. Staff Facilitator: Senior Pastor
5. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

2.12 FINANCE COMMITTEE

PURPOSE:

To oversee the finances and stewardship of Brookwood Baptist Church in accordance with the mission of the church.

DUTIES:

1. To serve as spiritual overseers of the financial affairs and stewardship of Brookwood Baptist Church in accordance with the mission of the church.
2. To secure budget requests from the Ministerial Staff and church committees and teams in order to prepare a church budget.
3. To prepare an annual church budget that is aligned with the mission of Brookwood Baptist Church and recommends that budget to the church for vote. The proposed budget should first be reviewed by the Church Coordinating Council and the deacons, and then should be sent to the church membership in summary form at least one week prior to being presented to the church at a quarterly business meeting.
4. To coordinate the annual church stewardship promotion with the Pastors and Ministerial Staff, Deacons, **Sunday School Director**, and other appropriate committees and teams.
5. To insure the preparation of and to review the monthly church financial statement.
6. To provide the financial statement at the monthly meetings of the Church Coordinating Council and the Board of Deacons and at the quarterly church business meetings. This financial statement should include the following:
 - a. Year-to-date actual receipts and expenditures versus the current budget
 - b. The balance sheet
 - c. An investment summary
7. To review all receipts and expenditures monthly to assure compliance with the budget.
8. To review requests for budget revisions and requests for expenditures not in the current budget. Any request approved by the Finance Committee which cannot be funded by an annual contingency fund and which exceeds 0.5% of the church budget must be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
9. To establish and periodically review policies and procedures for financial controls.
10. To supervise the accounting system and recommend updates and changes as needed.
11. To supervise the financial operations of Brookwood Baptist Church to ensure proper and timely counting and depositing of all church funds.
12. To supervise the proper and timely disbursement of all church funds.
13. To formulate and review policies and procedures relating to the Church Treasurers, including the disbursement of funds.
14. To periodically assess the need for a financial review or audit.
15. To establish and periodically review policies and procedures for designated gifts and funds.
16. To establish and periodically review policies and procedures for church investments.
17. To review investment allocation and performance.
18. To communicate and coordinate with the Risk Management and By-Laws Committee concerning risk management issues of a financial nature.
19. To develop and maintain documented operating procedures for this committee and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.

20. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This committee will consist of *not to exceed* 12 members, with *no more than* four elected each year to serve three-year terms. This committee should reflect specific expertise related to finances or business and should have been a member of Brookwood Baptist Church for at least three years. Each member of this committee shall not be eligible for re-election to this committee until two years has elapsed between terms. No person may serve simultaneously on more than one Administrative Committee.
3. The chair and vice-chair will be selected by the Ministry Placement Committee. To insure continuity, the chair and vice-chair may serve for as many as two years, and the Ministry Placement Committee should consider filling a vacant chair position with the vice-chair from the previous year. As well, it is highly recommended that a person serves a complete three-year term on the Finance Committee before serving as chair of this committee.
4. **The Chair of Finance will serve as Church Treasurer.**
5. A member of the committee should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with established church policy.
6. The Pastor and a member of the staff designated by the pastor will be non-voting, ex-officio members of the Finance Committee.
7. This committee should meet at least monthly.
8. Ministerial Staff Facilitator: Director of Administration
9. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 4/30/2018

FOOD SERVICE TEAM

PURPOSE:

To oversee and coordinate the food services of Brookwood Baptist Church

DUTIES:

1. Coordinate with the Director of Administration or his designee as requested on food service operations.
2. To review the use of the kitchen policy.
3. To provide input and review for all food services and food quality.
4. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of **at least** three members; past chair, chair and vice chair with one selected each year **to** serve three-year term. A pool of volunteers will be used for support when needed.
3. The chair will be selected by the Ministry Placement Committee.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Staff Facilitator: Director of Administration
6. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church

Effective date: 08/01/06

Revised date: 7/19/16

FUNERAL AND MEMORIAL SERVICE TEAM (NO TEAM SERVING AT PRESENT)

PURPOSE:

To assist and support families of Brookwood Baptist Church in the planning and coordination of funerals and memorial services.

DUTIES:

1. To assure that the church and appropriate Sunday School classes are notified in the event of the death of a member of the church family.
2. To assist a church family and the Ministerial staff in the planning of a funeral or memorial service.
3. To communicate and coordinate with the funeral home staff.
4. To coordinate with the family and the church concerning memorial gifts given to the church.
5. To enlist and train volunteers to assist with funerals and memorial services.
6. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members shall be nominated by the Ministry Placement Committee and elected by the church.
2. This team will consist of five members, with two members selected each year to serve two-year terms. The fifth member of this team will be the chair of the Usher Team. These team members may serve consecutive terms.
3. The chair will be designated by the Ministry Placement Committee and may serve consecutive years.
4. Ministerial staff liaison: Music Minister
5. Accountability: Senior Pastor, Church Coordinating Council, Board of Deacons.

Effective date: 08/01/06

Revised date: 07/19/16

2.15. GREETER TEAM

PURPOSE:

To welcome and assist persons attending each church service.

DUTIES:

1. To be stationed at the major entrances of the church building each Sunday and to welcome all who attend services at this church.
2. To assist guests and new members to find their Sunday School class or location for worship service.
3. To assist in the introduction of guests to their Sunday School teacher and other BBC members.
4. To promote an atmosphere of warmth and friendliness whereby guests and members alike will feel welcome.
5. To provide a copy of this team's PDO to each new team member to better train and equip new members.
6. **Should we add something about the knowledge of and availability of medical devices and their locations in the church.**

ORGANIZATION:

1. This team will be composed of at least twenty members, each serving one-year terms. The members of this team may serve consecutive terms.
2. The ***team captain*** will be selected by the Ministry Placement Committee and may serve consecutive terms.
3. Ministerial Staff Facilitator: Music Minister
4. Accountability: Senior Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 4/30/2018

GROUNDS TEAM

PURPOSE:

To oversee and maintain the grounds of the facilities of Brookwood Baptist Church.

DUTIES:

1. To set policy and direction of the landscaping.
2. To submit a grounds budget to the Finance Committee and to recommend to the Finance Committee expenditures beyond the annual budget.
3. To enlist, coordinate, and train volunteers to assist in the upkeep of the church grounds.
4. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
5. To provide a copy of this team's operating procedures and PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. *This committee will consist of 5 members; vice chair, chair, past chair (each serving 3 years) and 2 at-large members serving repeatable 1 year terms and a pool of volunteers to be used as needed.*
3. *The chair and vice-chair will be selected by the Ministry Placement Committee and will serve a one-year term. The vice-chair will become the chair the next year. Past chairs of this committee shall not be eligible for re-election to this committee until two years has elapsed between terms.*
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Staff Facilitator: Director of Administration
6. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised 7/19/16

JERUSALEM MINISTRY TEAM

PURPOSE:

To guide and coordinate the local and regional mission ministry of Brookwood Baptist Church.

DUTIES:

1. To recruit participants for new and existing local and regional mission opportunities.
2. To champion existing local and regional mission projects.
3. To form new local and regional mission partnerships.
4. To create long term local and regional mission relationships that result in the adoption of peoples.
5. To collect and prepare budget requests for local and regional mission initiatives.
6. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee, after consulting with the Mission Coordinating Team, and elected by the church.
2. The team will consist of five to eight members, each elected for a one-year term. Members may serve consecutive terms.
3. The chair is selected by the Ministry Placement Committee and may serve for at most two consecutive years.
4. The secretary should take minutes at all meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: Senior Pastor
6. Accountability: Mission Coordinating Team, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

JUDEA MINISTRY TEAM

PURPOSE:

To guide and coordinate the Brookwood Baptist Church mission ministry in North America.

DUTIES:

1. To recruit participants for new and existing mission opportunities in North America.
2. To champion existing mission projects in North America.
3. To form new mission partnerships in North America.
4. To create long term mission relationships in North America that result in the adoption of peoples.
5. To collect and prepare budget requests for mission initiatives in North America.
6. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee, after consulting with the Mission Coordinating Team, and elected by the church.
2. The team will consist of five to eight members, each elected for a one-year term. Members may serve consecutive terms.
3. The chair is selected by the Ministry Placement Committee and may serve for at most two consecutive years.
4. The secretary should take minutes at all meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: Senior Pastor
6. Accountability: Mission Coordinating Team, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

LIBRARY TEAM

PURPOSE:

To oversee, maintain, and encourage the use of the of Brookwood Baptist Church library.

DUTIES:

1. To oversee and organize the book and media holdings of the church library.
2. To periodically review the holdings of the library and purchase new books, supplies, and equipment.
3. To establish and review library policies and procedures.
4. To prepare an annual library budget to be submitted to the Finance Committee.
5. To enlist and train volunteer workers for the library.
6. To promote the use of the church library among church members.
7. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. The team will consist of at least five members, each serving a one-year term. The members of this team may serve consecutive terms.
3. The chair will be selected by the Ministry Placement Committee and may serve consecutive terms.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Staff Facilitator: Director of Administration
6. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

LORD'S SUPPER TEAM

PURPOSE:

To prepare the elements for the ordinance of the Lord's Supper.

DUTIES:

1. To communicate and coordinate with the Senior Pastor's Administrative Assistant concerning supplies and the dates for the observance of the Lord's Supper.
2. To have elements in place prior to each observance. The Senior Pastor's Administrative Assistant will give each member a copy of instructions and a copy will be kept in the Lord's Supper cabinet in the kitchen.
3. To gather, clean, and store equipment after each observance.
4. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee
5. To provide a copy of this team's operating procedures and PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will consist of *a team captain, serving a one-year term, nominated by the Ministry Placement Committee and elected by the church, and a pool of volunteers recruited by MPC as needed.* Members may serve consecutive terms
3. The *team captain* will be selected by the Ministry Placement Committee. **Captains recruit volunteers without requiring a church vote.**
4. Ministerial Staff Facilitator: Senior Pastor
5. Accountability: Senior Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

MEN'S MINISTRY TEAM

PURPOSE:

To minister to the spiritual needs of the men of Brookwood Baptist Church and our community and to foster fellowship among the men of the church.

DUTIES:

1. To plan, publicize, and evaluate Bible studies, programs, events, and activities that provide for spiritual growth among the men of Brookwood Baptist Church and our community.
2. To provide opportunities for service and fellowship for the men of Brookwood Baptist Church and our community.
3. To provide an opportunity for men new to Brookwood Baptist Church to assimilate into the church body.
4. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of 6 - 10 members, each serving one-year terms. The members of this team may serve consecutive terms.
3. The chair will be selected by the Ministry Placement Committee and may serve consecutive terms.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. **Ministerial Staff Liaison: Executive Pastor**
6. Accountability: **Executive Pastor** and/or Designee, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

2.22 MINISTRY PLACEMENT COMMITTEE

PURPOSE:

To seek God's guidance and discernment in order to place spiritually gifted people in points of service for which God has prepared them.

DUTIES:

1. To enlist and nominate to the church, persons to serve as trustees, moderators, clerks and treasurers and persons to serve on church committees and teams. The proposed nominations should be first reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote. The staffing of BBC's committees and teams with persons whose spiritual gifts, skills, life experiences, and willingness to serve match the traits necessary to best perform the duties of the committee or team is crucial. Therefore, the Ministry Placement Committee's selection process must be prayerful, deliberate, informed, and include the following:
 - a. Determine the spiritual gifts, skills, and life experiences needed for a member to best perform the duties of each committee and team
 - b. Adopt and periodically review a process for determining the spiritual gifts, passions, skills, life experiences, and desires of church members for committee and team service
 - c. Consult with the current members of committees and teams for suggestions of potential new committee and team members and for potential chairs and vice-chairs
 - d. Consult with the pastor and other ministerial staff for suggestions of potential new committee and team members and for potential chairs and vice-chairs
 - e. Commit to insuring leadership continuity by enlisting church members with valuable committee and team experience, but also commit to tapping the rich leadership resource of church members with less committee and team experience
 - f. Attempt to be inclusive of a wide range of the church body in committee and team selection
2. To select committee and team chairs and vice-chairs, where appropriate.
3. To fill any vacancies in the trustees, moderators, clerks, treasurers, committees and teams that occur during the year.
4. To enlist and nominate to the church, persons to serve on ad hoc committees/teams for a limited time and for special or particular purposes.
5. To review recommendations from church committees and teams concerning revisions in their purpose, duties, or organization.
6. To recommend to the church for vote the addition or deletion of any church committee or team. This recommendation should first be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
7. To tabulate nominations for deacons (refer to the Deacon Nomination Procedure PDO).
8. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
9. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.
10. To collect and maintain the updated documented operating procedures and PDO's for all committees and teams.

ORGANIZATION:

1. This committee will consist of 9 members *or less*, with *no more than* 3 elected each year to serve three-year terms. Members should have been a member of Brookwood Baptist Church for at least three years. Each member of this team shall not be eligible for re-election to this team until two years has elapsed between terms. No person may serve simultaneously on more than one Administrative Committee.
2. The members of this committee will be nominated by a subcommittee of the Deacons and elected by the church. ~~In September~~ *March* each year, at the direction of the Deacon Chair, those deacons in the last year of their three-year term of service, along with the Pastor, will comprise a committee to nominate the three new members of the Ministry Placement Committee, who will begin serving their three-year term in ~~January~~ *August*. These deacons are charged to select church members who have the necessary spiritual gifts, skills, temperament, and life experiences for this important committee. These Ministry Placement Committee nominees should be contacted by this subcommittee to determine whether they are willing to serve. These deacons will also nominate from the Ministry Placement Committee, a new chair and vice chair for that committee. They should consider filling the chair position with the vice-chair from the current year. Again, the subcommittee should contact these individuals to determine whether they are willing to serve. Then these new committee members and officers will be presented to the church for election.
3. A member of the committee should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
4. Ministerial Staff Facilitator: Senior Pastor
5. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

MISSIONS COORDINATING TEAM

PURPOSE:

To guide and coordinate the overall mission ministry of Brookwood Baptist Church.

DUTIES:

1. To cast the vision and set strategic priorities of the mission ministry of Brookwood Baptist Church.
2. To evaluate current mission initiatives.
3. To facilitate mutual cooperation between teams.
4. To select strategic mission partnerships.
5. To finalize missions policies and procedures.
6. To triage all mission requests to appropriate teams.
7. To recommend an annual mission budget to the Finance Committee.
8. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
9. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. This team will be composed of the team leaders of the four Ministry Teams and four at-large members. One of the at-large members will serve as Chair of the Missions Coordinating Team, one will serve as Vice-Chair, one will serve as the Missions Awareness Coordinator, and the final at-large member will be the immediate past chair of the Missions Coordinating Team. The responsibilities of the Missions Awareness Coordinator include promoting churchwide mission-related communications, speakers and events; scheduling the commissioning of mission teams, and managing a prayer calendar.
2. The Missions Awareness Coordinator will be nominated by the Ministry Placement Committee and elected by the church to serve one-year terms and may serve consecutive terms.
3. The Vice Chair of this team will be nominated each year by the Ministry Placement Committee and elected by the church. The Vice Chair will serve one year in such position and then serve as chair the following year.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: Senior Pastor.
6. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 4/30/2018

(approved during April 4th QBM)

PRESCHOOL MINISTRY TEAM

PURPOSE:

To work with the *Preschool Minister* to lovingly and effectively minister to the Brookwood Baptist Church preschool children and their families.

DUTIES:

1. To plan, coordinate, publicize, and evaluate programs, events, and activities for preschool children, **and their parents.**
2. To promote involvement and fellowship of preschool children and their families in the overall ministries of Brookwood Baptist Church.
3. To minister to those families expecting new children.
4. To assist in the enlisting and training of leadership and volunteers for the preschool children's ministry.
5. To formulate and review policies and procedures relating to the preschool ministry.
6. To work with the **Preschool** Minister and the Early Childhood Center Committee in planning and implementing ways of ministering to the children and families of the Early Childhood Center.
7. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
8. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of eight members, with four selected each year to serve two-year terms.
3. The chair will be selected by the Ministry Placement Committee.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: **Preschool** Minister.
6. Accountability: **Preschool** Minister, Church Coordinating Council, Deacons, Brookwood Baptist Church. **(The change is from Early childhood minister to Preschool Minister)**

Effective date: 08/01/06

| Revised date: 7/19/16

Changes suggested by current member, Lucy Sellers

PERSONNEL COMMITTEE

PURPOSE:

To serve as the agent of Brookwood Baptist Church assuming direct responsibility for all church employees and to ensure effective and efficient personnel administration in concert with the mission of Brookwood Baptist Church.

DUTIES:

1. To establish, maintain, review, and update written policies regarding employment procedures, salary levels, employee benefits, job descriptions, and organizational structure.
2. To communicate with the Pastors in establishing and reviewing the annual work plans, goals and objectives of each member of the ministerial staff; to communicate with the Pastors in conducting an annual performance appraisal and recommending annual salary adjustments for each member of the ministerial staff.
3. To provide the Finance Committee with budgetary information regarding all personnel costs for the upcoming year.
4. To manage the personnel budget for the current year.
5. To study and recommend to the church for vote changes to the church's ministerial staff. This recommendation should first be reviewed by the Church Coordinating Council and the deacons before being presented to the church for vote.
6. To counsel with church employees on matters related to personnel issues.
7. To serve as a liaison between church employees and church committees, teams, or members
8. To communicate and coordinate with the Risk Management and By-Laws Committee concerning risk management issues dealing with personnel administration.
9. To coordinate with the Church Coordinating Council to insure efficiency and effectiveness during periods of vacancies in the ministerial staff and non-ministerial staff. In particular, the Personnel Committee should determine how the duties and responsibilities of the vacant position are to be covered and whether a long-term interim will be secured. In the hiring of a long-term interim, the interim and the Personnel Committee should agree on a written employment document. The recommendation to hire a long-term interim for a ministerial vacancy should be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
10. As directed by the Church Coordinating Council, to recommend a slate of church members to comprise a Pastor Search Committee if the church is without a pastor. This recommendation should first be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.

11. In consultation with the Pastors, to recommend the process by which ministerial staff positions, other than the Pastors, are filled. Options include, but are not limited to, a church-elected search committee, a church-elected committee to assist the Pastor and other appropriate ministers in screening and interviewing candidates, or a sub-committee of the Personnel Committee to assist the Pastor and other appropriate ministers in screening and interviewing candidates. This recommendation should first be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
12. To coordinate with a Ministerial Search Committee and the Finance Committee in establishing beginning salary and benefits for a prospective minister.
13. To direct the hiring of all non-ministerial staff. **In the hiring of an Executive Pastor or his designee** and a Director of the Early Childhood Center, the Personnel Committee is highly encouraged to seek input from appropriate church committees and teams. Also, the Personnel Committee should inform the Church Coordinating Council, the Board of Deacons, and the church about the hiring of non-ministerial staff.
14. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
15. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This committee will consist of ***no more than*** 9 members, with ***no more than*** three elected each year to serve three-year terms. The committee should reflect specific expertise related to personnel, labor, or legal issues and each committee member should have been a member of Brookwood Baptist Church for at least three years. Each member of this committee shall not be eligible for re-election to this committee until two years has elapsed between terms. No person may serve simultaneously on more than one Administrative Committee.
3. The chair and vice-chair will be selected by the Ministry Placement Committee and will serve a one-year term. The vice-chair will be selected from the first year members of the committee and will become chair during his/her second year on the committee. This person will remain on the committee as the out-going chair during his/her third year. As well, it is highly encouraged that a person serves a complete three-year term on the Personnel Committee before serving as chair of this committee.
4. A member of the committee should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with established church policy.
5. The Pastors and/or member of the staff designated by the Pastors will be non-voting, ex-officio members of the Personnel Committee.
6. This committee should meet at least quarterly or as needed.
7. Ministerial Staff Facilitator: Director of Administration.
8. Accountability: Church Coordinating Council, Board of Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 4/30/2018

PROPERTY COMMITTEE

PURPOSE:

To maintain all church property.

DUTIES:

1. To oversee the maintenance of the property of Brookwood Baptist Church, including buildings, facilities, land, and equipment.
2. To regularly inspect and monitor the buildings, grounds, facilities, and equipment of the church.
3. To recommend to the church for vote any major maintenance, modification, renovation, or repair to church properties. This recommendation should first be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
4. To recommend to the church for vote any major expenditure for equipment, furnishings, and property. This recommendation should first be reviewed by the Church Coordinating Council and the deacons before being presented to the church for vote.
5. To recommend to the church for vote the construction of new buildings and facilities. This recommendation should first be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
6. To ensure that all maintenance, repair, and renovation to buildings, facilities, grounds, and equipment are completed satisfactorily.
7. To make recommendations to the Personnel Committee regarding the employment, training, and supervision of maintenance personnel.
8. To establish, maintain, and review policies and procedures related to church property.
9. To develop and review strategic goals related to the property needs of the church.
10. To recommend to the Finance Committee an annual property budget.
11. To communicate and coordinate with the Risk Management and By-Laws Committee concerning risk management issues dealing with church property.
12. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
13. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This committee will consist of *5 members; vice chair, chair, past chair (each serving 3 years) and 2 at-large members serving repeatable one year terms. The intent of having at-large members serve one year is to provide the Property Committee flexibility in having members with unique skills for anticipated situations.* Each committee member should be a member of Brookwood Baptist Church. No person may serve simultaneously on more than one Administrative Committee.
3. The chair and vice-chair will be selected by the Ministry Placement Committee and will serve a one-year term. The vice-chair will become the chair the next year.
4. A member of the committee should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with established church policy.
5. **The Directional Pastor and/or a member of the staff designated by the Directional Pastor will be non-voting, ex-officio members of the Property Committee.**
6. This committee should meet at least quarterly.
7. Ministerial Staff Facilitator: Director of Administration
8. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

Risk Management and By-Laws Committee

PURPOSE:

To study the major risks of Brookwood Baptist Church and to oversee the necessary risk management process and to maintain the By-Laws of Brookwood Baptist Church.

DUTIES:

1. To oversee the management process of church risks, including reputation risk, funding/accounting risks, legal risks, and operational risks.
2. To consult with and receive information from the Director of Administration or his designee, the Finance Committee, the Personnel Committee, the Property Committee, and any other church committee, team, or staff member regarding church risk and policies, procedures, and activities
3. To receive information and recommend actions to be taken, as it deems appropriate, relating to compliance with all laws, rules, and regulations; results of risk reviews; emerging compliance issues; training plans; and audits or other examination schedules and results.
4. To obtain advice and assistance from internal or external legal, accounting, or other advisors to assist in the performance of its duties.
5. To annually review and reassess the adequacy of the by-laws of Brookwood Baptist Church and recommend any proposed changes to the church for vote. This recommendation should first be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
6. To coordinate with other committees and teams, as appropriate, concerning risk management issues within that committee's or team's respective area of responsibility.
7. To periodically assess the need for a financial review or an audit.
8. To establish a protocol for preserving and archiving all pertinent church documents and records.
9. To establish a protocol for preserving and archiving the minutes from all church business meetings and the minutes from church committee and team meetings.
10. To make an annual report to the Church Coordinating Council, the Board of Deacons, and the church summarizing the matters reviewed and actions taken by the committee.
11. To perform any other activities consistent with the By-Laws of Brookwood Baptist Church and governing laws as the Church Coordinating Council or Brookwood Baptist Church deems appropriate.
12. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
13. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This committee will consist of **5 members; vice chair, chair, past chair (each serving 3 years) and 2 at-large members serving repeatable one year terms. The intent of having at-large members serve one year is to provide the Risk Management & Bylaws Committee flexibility in having members with unique skills for anticipated situations.** Each committee member should be a member of Brookwood Baptist Church. No person may serve simultaneously on more than one Administrative Committee.
3. The chair and vice-chair will be selected by the Ministry Placement Committee and will serve a one-year term. The vice-chair will become the chair the next year.
4. **The Past Chair, in his third year of service, will concurrently begin his first year of a three year term as a trustee.**
5. A member of the committee should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with established church policy.
6. The Directional Pastor or a member of the staff designated by the Directional Pastor will be non-voting, ex-officio members of the Risk Management and By-Laws Committee.
7. This committee should meet at least quarterly.
8. Ministerial Staff Facilitator: Director of Administration
9. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

SAMARIA MINISTRY TEAM

PURPOSE:

To guide and coordinate Brookwood Baptist Church mission ministry in Latin America and Western Europe.

DUTIES:

1. To mobilize our congregation to “do Samaria missions” and encourage participation of BBC members in all of the opportunities available. This mobilization should include the education of our preschool, children, and youths as well as adults.
2. To champion existing mission projects in Latin America and Western Europe.
3. To form new mission partnerships in Latin America and Western Europe.
4. To create long term mission relationships in Latin America and Western Europe that result in the adoption of peoples.
5. To collect and prepare budget requests for mission initiatives in Latin America and Western Europe.
6. To provide a copy of this team’s PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee, after consulting with the Mission Coordinating Team, and elected by the church.
2. The team will consist of five to eight members, each elected for a one year term. Members may serve consecutive terms
3. The chair is selected by the Ministry Placement Committee and may serve for at most two consecutive years.
4. The secretary should take minutes at all meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Liaison: Music Minister
6. Accountability: Mission Coordinating Team, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

SANCTUARY FLOWER TEAM

PURPOSE:

To coordinate and provide flower arrangements and holiday decorations for church services.

DUTIES:

1. To provide flower arrangements for worship services each Sunday.
2. To establish and maintain a flower arrangement calendar.
3. To coordinate requests for donations for flower arrangements.
4. To decorate the church for Christmas and Easter holidays.
5. To train new members in flower arranging.
6. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will consist of three members, a chair, vice chair and member at-large, who may serve consecutive one-year terms.
3. A pool of volunteers of at least ten in number will be enlisted to carry out the duties listed above.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: Music Minister
6. Accountability: Senior Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

SENIOR ADULTS MINISTRY TEAM

PURPOSE:

To minister to the spiritual, emotional, and physical needs of the senior adults of Brookwood Baptist Church and our community.

DUTIES:

1. To plan, publicize, and evaluate programs, events, and activities for the senior adults of Brookwood Baptist Church and our community.
2. To provide opportunities for service and fellowship for the senior adults of Brookwood Baptist Church and our community.
3. To provide an opportunity for senior adults new to Brookwood Baptist Church to assimilate into the church body.
4. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of at least *five* members, each serving one-year terms. The members of this team may serve consecutive terms.
3. The chair will be selected by the Ministry Placement Committee and may serve consecutive terms.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Liaison: Minister of Music and Senior Adults
6. Accountability: Minister of Music and Senior Adults, Executive Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

2.33 STRATEGIC PLANNING TEAM

PURPOSE:

To work with the Teaching Pastor and the Directional Pastor in developing the vision, mission statement, and strategic plans for Brookwood Baptist Church so that we, as a body of believers, can more effectively and faithfully serve our Lord and Savior, Jesus Christ.

DUTIES:

1. To conduct an annual review of the vision, mission statement, goals, and strategic plans of Brookwood Baptist Church in coordination with the Pastors and other Ministerial Staff members.
2. To submit proposed changes in the Brookwood Baptist Church vision, mission statement, goals, and strategic plans to the church for a vote. These proposals should first be reviewed by the Church Coordinating Council and the Deacons.
3. To identify short-term and long-term strategic issues and needs not currently addressed by existing committees and teams.
4. To study and formulate plans for addressing short-term and long-term issues and needs.
5. To encourage input from church committees and teams when developing strategic plans for Brookwood Baptist Church.
6. To provide for the maintenance, use and preservation of the Church's proprietary interest in the logo (brand) of Brookwood Baptist Church. Any proposed change in the use or design of the Church's logo (brand) shall first be presented to the SPT.
7. To recommend to the church for vote, the implementation of any strategic plan. This recommendation should first be reviewed by the Church Coordinating Council and the Deacons before being presented to the church for vote.
8. To establish an implementation and evaluation process for strategic plans approved by the church.
9. To provide the Church Coordinating Council, the Deacons, and Brookwood Baptist Church with an annual report, including actions of the committee, as well as, updates on issues currently being studied
10. To address issues presented to it by the Church Coordinating Council.
11. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and the Director of Administration or his designee.
12. To provide a copy of this team's operating procedures and PDO to each new committee member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will consist of nine members, with three elected each year to serve three-year terms. Team members should have been a member of Brookwood Baptist Church for at least three years. Each member of this team shall not be eligible for re-election to this team until two years has elapsed between terms.
3. The chair and vice-chair will be selected by the Ministry Placement Committee. The vice-chair will become chair the next year.
4. A team member should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with established church policy.
5. The Senior Pastor and the **Executive Pastor** will be non-voting, ex-officio members of this team.
6. This team will meet at least quarterly.
7. Ministerial Staff Liaison: Senior Pastor
8. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

2.34 SUNDAY SCHOOL DIRECTOR

PURPOSE:

To serve as the general administrative and spiritual leader of the Sunday School ministry of Brookwood Baptist Church.

DUTIES:

1. To coordinate with the **Executive Pastor** and other ministerial staff in determining and periodically reviewing the goals and objectives of the Sunday School ministry.
2. To study and implement new Sunday School structure that will accommodate the needs of Sunday School members and maintain a proper teacher/pupil ratio.
3. To enlist new teachers and workers in the Sunday School ministry.
4. To determine the training needs of Sunday School teachers and workers and then to develop, implement, and evaluate comprehensive training.
5. To develop, maintain, and evaluate an outreach program that ensures that contacts are made with church guests and with Sunday School members who have been absent for various reasons.
6. To lead in evaluating Sunday School needs related to space, budget, Bible study curriculum, supplies, and other resources.
7. To see that Sunday School records are properly maintained, including information on those who visit the church.
8. To schedule and direct regular Sunday School planning meetings.
9. To communicate the goals, activities, and progress of the Sunday School ministry to the Church Coordinating Council, the Board of Deacons, and Brookwood Baptist Church.

SELECTION:

1. The Sunday School Director will be nominated by the Directional Pastor, in consultation with the Teaching Pastor and other ministerial staff, and elected by the church for a one-year term. The Sunday School Director should be a member of Brookwood Baptist Church. To better provide for continuity and experience, the Sunday School Director may serve for consecutive terms. To better provide for new ideas, energy, and enthusiasm, it is recommended that the Sunday School Director serve for at most five or six consecutive years.
2. Accountability: Directional Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 6/6/16

2.35 USHER TEAM

PURPOSE:

To enlist, train, and coordinate ushers for each worship service.

DUTIES:

1. To welcome and assist all members, visitors, and guests attending worship services.
2. To introduce guests to Brookwood Baptist Church ministers and members.
3. To assist worshippers to find seating.
4. To distribute worship bulletins and other material.
5. To assure that offering plates, bulletins, and other needed supplies are in their proper places.
6. To provide reserved sections for special guests.
7. **Should we add something about the knowledge of and availability of medical devices and their locations in the church.**
8. To clean up the Sanctuary or Chapel after each service.
9. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. This team will be composed of at least twenty members, each serving one-year terms. The members of this team may serve consecutive terms.
2. The team captains will be selected by the Ministry Placement Committee *and elected by the church*, and may serve consecutive terms.
3. Ministerial Facilitator: Senior Pastor
6. Accountability: Senior Pastor, Church Coordinating Council, Deacons, Brookwood Baptist Church

Effective date: 08/01/06

Revised date: 7/19/16

WEDDING TEAM

PURPOSE:

To assist in the coordination of weddings held at Brookwood Baptist Church, in order that each wedding will be a sacred, beautiful, memorable occasion.

DUTIES:

1. To develop policies and procedures for weddings held at Brookwood Baptist Church and to annually review and update these policies and procedures.
2. To develop and update the job description of wedding coordinators.
3. To coordinate the scheduling of weddings.
4. To assist wedding coordinators (whose responsibilities are to provide the bride and groom with a copy of the church wedding policy, to meet with the bride and groom well in advance of the wedding, and to discuss policies and procedures regarding the use of facilities, fees, ministers, flowers, caterers, the rehearsal, musicians, the reception, photographers, audio, and other issues within the church wedding policy).
5. To develop and maintain documented operating procedures for this team and to furnish copies to the Ministry Placement Committee and Director of Administration or his designee.
6. To provide a copy of this team's operating procedures and PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of at least six members, with two selected each year to serve three-year terms.
3. The chair will be selected by the Ministry Placement Committee. The chair may serve consecutive terms.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Staff Facilitator: Senior Pastor
6. Accountability: Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 4/30/2018

WOMEN'S MINISTRY TEAM

PURPOSE:

To meet the spiritual, physical, and emotional needs of women of Brookwood Baptist Church and within the community, to encourage women to grow in their faith, to develop and strengthen intimate friendships with other women, and to provide opportunities for service

DUTIES:

1. To plan, publicize, and evaluate programs, retreats, events, and activities for the women of Brookwood Baptist Church and our community.
2. To provide opportunities for service and fellowship for the women of BBC and our community.
3. To provide an opportunity for women new to Brookwood Baptist Church to assimilate into the church body.
4. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of nine members, with three selected each year to serve three-year terms.
3. The chair will be selected by the Ministry Placement Committee.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: **Early Childhood Minister or Children's Minister**
6. **Accountability:** **Executive Pastor**, Church Coordinating Council, Deacons, Brookwood Baptist Church

Effective date: 01/01/07

Revised date: 7/19/16

YOUTH MINISTRY TEAM

PURPOSE:

To assist the Youth Minister to lovingly and effectively minister to the Brookwood Baptist Church youth and their families.

DUTIES:

1. To plan, coordinate, publicize, and evaluate programs, events, trips, and activities for the youth.
2. To promote involvement and fellowship of youth and their families in the overall ministries of Brookwood Baptist Church.
3. To assist in the enlisting and training of leadership and volunteers for the youth ministry.
4. To serve as a liaison among youth, parents, and leadership.
5. To assist in providing service and outreach to the youth of our community.
6. To provide a copy of this team's PDO to each new team member to better train and equip new members.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This team will be composed of nine members, with three selected each year to serve three-year terms.
3. The chair will be selected by the Ministry Placement Committee.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.
5. Ministerial Staff Facilitator: Youth Minister.
6. Accountability: Youth Minister, Church Coordinating Council, Deacons, Brookwood Baptist Church.

Effective date: 08/01/06

Revised date: 7/19/16

2.40 DEACON BALLOT COUNTING PROCESS

Purpose

To oversee and participate in the process of securing Deacon nominations.

Organization

The Deacon Ballot Counting Committee should include the following:

- All or **at least 3 member** of the Ministry Placement Committee (MPC).
- The Deacon chair.
- The Deacon vice-chair.

Duties and Procedure

1. In the fall of each year, nominations for deacons should be solicited from the members of the church. Nominations are open to all church members who are considered adult age. Persons who currently serve as deacons, those who served as deacon the previous year, and spouses of active deacons are ineligible for nomination.
2. The nomination ballots will be collected from the ballot box by at least 2 members of the Ministry Placement Committee on the last day of nominations and taken to a designated room for counting.
3. The **paper & electronic** nominations will then be counted by a committee consisting of at least three members of the MPC, the deacon Chair and Vice-chair. All signed **paper & any electronic** nomination ballots will be compiled into a list of those receiving nominations, in descending order from highest number of nominations to lowest number of nominations.
4. After initialing this list, the MPC members **will give the compiled list?** to the Chair and Vice Chair of the deacons.
5. The Pastors, deacon Chair, **and/or** deacon Vice Chair will review the list and consult with staff ministers concerning the worthiness of each person based on Biblical qualifications, for example, I Timothy 3:13.
6. The Pastors, deacon Chair, and deacon Vice Chair will then contact those qualified candidates with the highest number of nominations until all the vacant positions are filled.
7. This slate of nominees will be presented to the church for a vote.
8. Staff Facilitator: Senior Pastor
9. Accountability: Church Coordinating Council, Brookwood Baptist Church.

2.41 ROLLISON FUND COMMITTEE

PURPOSE:

To oversee the Rollison Fund

DUTIES:

1. To consider proposals from mission teams or church members requesting funding from the Rollison Fund for Missions within the United States, and to determine whether these requests will be granted. The committee will then report their decisions to those parties requesting funding as well as to both the Mission Coordinating Team and the Church Coordinating Council.
2. To quarterly review the status of the Rollison Fund.

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee and elected by the church.
2. This committee will consist of three members, each of whom must be a member of Brookwood Baptist Church. At least one of the members must be **an active** deacon, **preferably the deacon chair**, of BBC and at least one must not be **an active** deacon of BBC. Each member will serve a one-year term and is eligible to serve for consecutive terms.
3. The chair of the committee will be selected by the Ministry Placement Committee and may serve as chair for consecutive terms.
4. A member of the team should be designated to take minutes at all committee meetings. A copy of these minutes should be archived in accordance with church policy.

Ministerial Staff Facilitator: Senior Pastor

Accountability: Mission Coordinating Team, Church Coordinating Council, Deacons, Brookwood Baptist Church

2.42 TRUE VINE OVERSIGHT COMMITTEE

PURPOSE:

To support the proposed True Vine Baptist Church through guidance and mentorship.

To oversee and approve the expenditures of Brookwood Baptist Church funds directed to aid the True Vine Ministry in its efforts to establish itself as a Baptist Church at the Inglenook site.

DUTIES:

1. To guide and mentor True Vine Ministry in its efforts to establish itself as a Baptist Church.
2. To oversee and approve the expenditures of the “Future Mission Site” fund and any other Brookwood Baptist Church funds directed to aid the True Vine Ministry.
3. To provide regular reports which include the expenditures of Brookwood Baptist funds to the Church Coordinating Council, the Finance Committee, and the Mission Coordinating Team.
4. To provide a copy of this team’s PDO to each new team member to better train and equip new members.
5. **The Chair of True Vine Committee will serve on the Jerusalem Ministry Team.**

ORGANIZATION:

ORGANIZATION:

1. The members will be nominated by the Ministry Placement Committee, after consulting with the Mission Coordinating Team and the Deacons.
2. The team will consist of five members; three members serving staggered three year terms as vice-chair, chair and past-chair with two years off before repeating, ***and two at-large members serving repeatable one year terms. The team will include at least one active Deacon and a current or past member of the Finance Committee, serving in any position. Members shall be selected based on the current or anticipated ministry needs of True Vine Baptist Church.***

Revised date: 5/17/18