

Volunteer Committee Positions and Job Description Document

(January 2008)
(Updated 6-11-14)
(Updated 8-3-2021)
(Updated 8-28-2022)

Baptism Committee

- **Position Summary** – Help prepare for the Baptismal services by assisting the individuals with the necessities needed after being baptized. (Towels, room to change, etc.)
- **Number of Positions** – 6
- **Number of Years / Term** – 3
- **Chairman** – Yes
- **Other** – Assist the Pastor in leading the individual in and out of the water.

Brotherhood Director

- **Position Summary** – The Brotherhood director is to engage men in the deepening of their daily walk with Jesus Christ, by encouraging them to effectively share their faith with others and to promote missions both locally and globally. Conduct monthly meetings usually set for the first Wednesday of each month. JBA has teaching information with DVDs.
- **Number of Positions** – 1
- **Number of Years / Term** – Elected Annually
- **Chairman** –
- **Other** – There is no limit to the number of years a person can serve on this committee.

Building and Grounds

- **Position Summary** – See by-laws
- **Number of Positions** – 9
- **Number of Years / Term** – 3
- **Chairman** – Yes
- **Other** –

Church Council

- **Position Summary** - The church council will exist to unify the events / ministries of the church with the overall vision of the church. All events / ministries will come before this committee for approval before being placed on the church calendar.
- **Number of Positions** - 7 + at large members: Brotherhood Director, Deacon Chairman, Music Minister, Nominating Committee Chairman, Sunday School Director, WMU Director and Family Minister
- **Number of Year / Term** -
- **Chairman** -
- **Other** -

Church Facilities

- **Position Summary** – Make sure supplies are stocked for complete church: kitchen supplies for the fellowship hall, toilet supplies, light bulbs, etc. Notify Building and Grounds of any repairs needed for appliances.
- **Number of Positions** – 6 +
- **Number of Years / Term** – 3
- **Chairman** – Yes
- **Other** –

Clerk

- **Position Summary** – The position is responsible for taking minutes at the quarterly business meeting, filing the minutes, and presenting the minutes at the following business meeting. This position also documents and fills out cards associated with new membership, members that leave and deceased members.
- **Number of Positions** – Clerk and assistant
- **Number of Years / Term** – Annual appointment
- **Chairman** – NA
- **Other** – There is no limit to the number of years a person can serve on this committee.

Education Building Renovations Committee

- **Position Summary** – This committee is responsible for overseeing renovation in the education building to include getting design, bringing before the church for vote, obtaining permits and overseeing construction.
- **Number of Positions** – 5 (at least 2 must be deacons)
- **Number of Years / Terms** –
- **Chairman** – Yes
- **Other** –

Family Ministry Team (Formerly Youth Council)

- **Position Summary** – The Family Ministry Team is a team of people who are fully invested in the Family Ministry at Pine Level Missionary Baptist Church. This Team will consist of at least one current leader from the following ministries:
 - Nursery (Birth – Walking)
 - Preschool (Walking – Pre-K)
 - Elementary (K-5th Grade)
 - Youth (6th – 12th Grade)
- **Administration** – Members of the Family Ministry Team will help determine policies regarding various family ministry functions. This includes but is not limited to: discipleship methods, curriculum choices, events (camps, VBS, outreach and in-reach activities) and ministry direction.
- **Number of Positions** – Minimum of 5 (Including Family Pastor)
- **Number of Years/Term** – 1 year terms, can serve no more than 3 consecutive terms before a mandatory on year break before serving again.
- **Chairman** – Family Minister will serve as Chairman.
- **Other** – Monthly meetings with duties needed outside of meetings. i.e. help plan and organize events as well as consistent recruiting and training. This position requires participation in at least one event per year as well as locating your replacement before your commitment ends.

Finance and Budget

- **Position Summary** – The primary responsibilities of the Finance & Budget Committee members are as follows:
 - Prepare the Church annual budget based on the church's fiscal year. (Oct. - Sept.)
 - Present budget to the church membership for approval.
 - Provide explanation and answer questions as they relate to the budget.
 - Provide oversight and monitoring of the church budget by providing recommendations to the church membership for amendments and for investment of church funds.
 - Attend Finance Committee meetings on a regular basis when such are called by the Finance Committee Chairman.
 - Review, study and make any other financial recommendations to the church membership as is considered necessary.
- **Number of Positions** – 9 members along with the Church Treasurer who serves as an ex-officio member. (3 of the 9 members must be Deacons)
- **Number of Years / Term** – Members shall serve (3) year terms with three members rotating off and three members rotating on each year.
- **Chairman** – Yes, and should be elected each year. The chairman can be the same person each year until he/she rotates off.
- **Other** –

Financial Secretary

- **Position Summary** – Collect, tally and post offerings and other monetary gifts / contributions to the relative church member's (or non member) year to date donation total. Prepare deposit ticket and make bank deposits. Provide offering information to Church Treasury and Church Secretary.
- **Number of Positions** – One (assisted by Church Tellers) and Assistant
- **Number of Years / Term** – Annual appointment
- **Chairman** – NA
- **Other** – Financial Secretary shall be assisted by Church Tellers. There is no limit to the number of years a person can serve on this committee.

First Impressions (Greeters)

- **Purpose** – To connect every worship service attendee to a Sunday School Class/ Small Group.
- **Position Summary** – Members of this committee shall be responsible for providing a place for visitors to receive a warm welcome, complete a connect card, and receive directions for appropriate SS class, kids church, etc. This should be done for a period of time before Sunday School and also before the worship service. Make sure guest information is turned into the office.
- **Number of Positions** – 6-9
- **Number of Years/Term** - Annual
- **Chairman** - Yes
- **Other** – There is no limit on number of years a person can serve on this committee.

Flowers

- **Position Summary** – This committee enlists donors for flowers and manages the weekly schedule of ensuring the person responsible has made the proper arrangements. This committee is also responsible for ordering flowers from our church when there is a death.
- **Number of Positions** – 4 or more
- **Number of Years / Term** – Annual
- **Chairman** – Yes
- **Other** – No limit on number of years served

Gifts and Memorials

- **Position Summary** – The purpose of this committee is to assist in honoring past and present members and in memorializing deceased members through gifts and memorials presented to Pine Level Missionary Baptist Church.
 - Assist with the selection and purchase of proper gifts for the church through funds designated for Gifts and Memorials.
 - Assist family members, if requested, and who wish to select and purchase specific gifts for the church from funds given in honor or memory of their family member to Gifts and Memorials. Such requests will then be submitted to the Deacon Board for consideration/approval.
 - Assist in the selection and purchase of gifts for designated personnel at the request of the Pastor and Deacon Board.
 - Meet as necessary and at least annually in September.
 - Assist with other church functions as needed or as may be designated by the Pastor and/or the Deacon Board.
- **Number of Positions** – 3 or more
- **Number of Years / Term** – Annual election
- **Chairman** – Yes
- **Other** – There is no limit to the number of years a person can serve on this committee.

Hanging of the Greens Committee

- **Position Summary** -
 - Plan and oversee hanging the Christmas decorations.
 - Plan and oversee the Hanging of the Greens program.
 - Plan and oversee the removal of the Christmas decorations after the Christmas season.
- **Number of Positions** - Unlimited
- **Number of Years/ Term** - Annually
- **Chairman** - Yes
- **Other** – There is no limit to the number of years a person can serve on this committee.

Historical Committee

- **Position Summary** – Record events of historical interest in the work of the church. Prepare a written summary of the work of the church to be added to the Booklet, “A History of Pine Level Missionary Baptist Church,” annually by Homecoming Sunday. Promote the preservation of church records and have a safe place for storage or file these records at the church.
- **Number of Positions** – 3 or more
- **Number of Years/Term** – 1
- **Chairman** – Yes
- **Other** – All members of the committee may succeed themselves

Homecoming Committee

- **Position Summary** – Consists of the three deacons coming off their three year terms. Responsible for set up and take down of tables and chairs. Responsible for ordering and picking up large quantities of food supplied by church for Homecoming meal.
- **Number of Positions** –
- **Number of Years / Term** –
- **Chairman** –
- **Other** –

Music Committee

- **Position Summary – General Duties of the Committee Include:** Meeting regularly (schedule to be determined by the committee and with consent of the Pastor) the duties of the music committee will be to plan, discuss and evaluate various aspects of the music ministry to include:
 - Providing input regarding musical selections used for worship services.
 - Assist in the selection of seasonal presentation such as Christmas and Easter Programs.
 - Assist Music Minister in planning special music schedule.
 - Promoting both spiritual and numerical growth of the music ministry.
 - Planning special events for the choir.
- **Number of Positions** - 7+
- **Number of Year / Term** -
- **Chairman** – Yes
- **Other** - The Music Committee shall consist of the Music Minister (who shall serve as the Chairperson) the church pianist, the church organist, no fewer than two choir members and no fewer than two members of the congregation.

Nominating Committee

- **Position Summary** – The nominating committee is responsible for filling all officers, teachers, and committee positions available either annually or when needed. All positions must be occupied by church members. A proposed list of officers, teachers, and committee members shall be presented to the church body at a called business meeting and voted on no sooner than 2 weeks after called meeting. This should take place before the new church year begins.
- **Number of Positions** – 6 + Brotherhood director, WMU director, and Sunday School Director automatically serve on this committee.
- **Number of Years / Term** – 3
- **Chairman** – Yes
- **Other** –

Open Assembly Pianist

- **Position Summary** – Provide piano accompaniment during open assembly for hymn / music selection by assembly leader.
- **Number of Positions** – 4 or more
- **Number of Years / Term** – Annual
- **Chairman** – NA
- **Other** – Pianist shall be solicited by the Sunday School Superintendent. Pianists are responsible for securing a replacement if they are not available to perform on their designated Sunday. There is no limit to the number of years a person can serve on this committee.

Personnel Committee

- **Position Summary** – Responsible for arranging interviews for any position needed for church operation. Evaluate candidates and make recommendation to church body during business meeting.
- **Number of Positions** – 6
- **Number of Years / Term** – 3
- **Chairman** – Yes
- **Other**

Public Relations

- **Position Summary** – Responsible for external communications with newspapers, radio, email and phone calling post information. Assist with any signage needed to advertise events relating to church events. Be responsible for, or delegate responsibility for creating web site and updating web site on a regular basis.
- **Number of Positions** – Committee to consist of Public Relations Chairman and any additional assistants as necessary.
- **Number of Years / Term** – Annual
- **Chairman** – Yes
- **Other** – Public relations committee shall help promote all church activities throughout the county and community. There is no limit to the number of years a person can serve on this committee.

Safety Committee

- **Position Summary**
- **Number of Positions** - Unlimited
- **Number of Years/Term** -
- **Chairman** – Yes
- **Other** – There is no limit to the number of years a person can serve on this committee.

Social Committee

- **Position Summary** – Plan for special events that may / will be occurring at our church. This includes managing signup sheets for meals, order, pick up and pay for food when necessary, decorate fellowship hall when appropriate and maintain a clean kitchen and fellowship hall for events.
The Social Committee must maintain a close relationship with the church council to plan for events in the life of the church.
- **Number of Positions** – Annually Revise for those willing to serve
- **Number of Years / Term** – Unlimited
- **Chairman** – Yes
- **Other** – Events include but are not limited to Hanging of the Greens, Christmas Children’s Program, special occasion and special recognitions meals, etc.

Sound System/Technology

- **Position Summary** – Be knowledgeable about the sound system and able to operate during church functions. Coordinate with other members to insure operator is in place for church function. Evaluate current technology equipment / Upkeep, rotate responsibilities, Sunday AM slides
- **Number of Positions** – 7+
- **Number of Years / Term** – Annually revised for those willing to serve.
- **Chairman** – Yes
- **Other** – There is no limit to the number of years a person can serve on this committee.

Sunday School Director

- **Position Summary** – Needs to be present on Sunday or be responsible for contacting substitute. See that every class turns in attendance chart and Sunday school offering by 10:15 am. Order supplies agreed upon for each class. Verify teacher is present for each class. Report at called business meeting. Sunday School Director will be responsible for appointing Sunday School teachers.
- **Number of Positions** – 4 + alternate
- **Number of Years / Term** – Annually
- **Chairman** –
- **Other** – There is no limit to the number of years a person can serve on this committee.

Sunday School Secretary

- **Position Summary** – Needs to be present on Sunday or be responsible for contacting substitute. Log attendance and Sunday school offering and post on chart above water cooler. Put songs on board for congregation. Ring bell once at 10:40 am and twice at 10:45 am. Turn in yearly report on Sunday school attendance.
- **Number of Positions** – 1 + Assistant
- **Number of Years / Term** – Annually
- **Chairman** –
- **Other** – There is no limit to the number of years a person can serve on this committee.

TEBA Reporter (Formerly Known as JBA Reporter)

- **Position Summary** – Serves as church's representative at the quarterly and special called meetings of the TEBA Council. Serves as a liaison between PLMB and the TEBA. Reports activities of the TEBA to PLMB
- **Number of Positions** –
- **Number of Years / Term** –
- **Chairman** –
- **Other** –

TEBA Messengers (Formerly Known as JBA Messenger)

- **Position Summary** – Elected members of PLMB to represent our church at the annual TEBA conference meeting with voting rights that represent the official PLMB votes cast in TEBA matters.
- **Number of Positions** – 7+
- **Number of Years/ Term** - Annually
- **Chairman** - Yes
- **Other** –

Tellers

- **Position Summary** – Teller position has the responsibility for assisting the Financial Secretary in receiving and recording all monies of the church. This may consist of opening envelopes, counting money, posting the offering to the count sheet by the appropriate member and recording to the appropriate receipt category. Prepare weekly deposit and deliver to the bank. Deposit copy is also distributed to the Church Treasurer. Note: For internal control purposed, there shall always be a minimum of two people involved in counting and recording of the church monies.
- **Number of Positions** – 4 tellers
- **Number of Years/ Term** – Elected annually
- **Chairman** – The chairman shall be the Financial Secretary.
- **Other** – There is no limit to the number of years a person can serve on this committee.

Treasurer

- **Position Summary** –
- **Number of Positions** – 1
- **Number of Years / Term** – NA
- **Chairman** – NA
- **Other** – There is no limit to the number of years a person can serve on this committee.

Ushers

- **Position Summary** – Assist church members and guest select a seat in the sanctuary as needed. Collect regular and all special offerings during church services. Assist the Church Greeters as needed. Replace pens, pencils, visitor cards, etc in the church pews.
- **Number of Positions** – 8 or more
- **Number of Years / Term** – Annual
- **Chairman** – Yes
- **Other** – There is no limit to the number of years a person can serve on this committee.

Vacation Bible School

- **Position Summary** – This committee is responsible for planning and developing an approved VBS each year.
- **Number of Positions** – 6-10 + Family Minister and Music Minister
- **Number of Years / Term** – Annual
- **Chairman** – Yes
- **Other** – Life Way VBS materials contain everything the committee needs to plan, conduct, evaluate and follow up on the chosen VBS curriculum.

Van Committee

- **Position Summary** – Be responsible for the upkeep of the church vehicles. Coordinate with different groups who are using vehicle making sure the vehicle is ready and safe for transportation.
- **Number of Positions** – 4+
- **Number of Years / Term** – Annually
- **Chairman** – Yes
- **Other** – There is no limit to the number of years a person can serve on this committee.

WMU Director

- **Position Summary** – Leader of WMU organization in the church. Order missions supplies for the group.
- **Number of Positions** – 1
- **Number of Years/Term** – No term limit
- **Chairman**
- **Other**

WMU Council

- **Position Summary** – Assist the WMU Director in planning missions activities for the church. Set Mission Offering goals for the church.
- **Number of Positions** – No specific number
- **Number of Years/Term** – No term limit
- **Chairman** –
- **Other** -

***Updated 8-3-2021 to add description of Hanging of the Greens Committee.

*** Updated 7-12-2022 to add Historical Committee

***Updated 7-19-2022 to add First Impressions Committee (formerly Greeters) and info for Safety Committee and Family Ministry Committee (formerly Youth Council).

***Amendments approved at 8-28-2022 business Meeting.