

Clifford Baptist Church
Policies and Procedures Manual

Standing Committees

Child Abuse Prevention Policy (See Section 8)

Child Abuse Prevention Policy Committee

The CAPP Committee is a standing committee charged with the responsibility of keeping the CAPP documents for the church current and up-to-date. This committee will meet on a periodic basis to review the policy, and/or to discuss necessary changes that have been suggested by individuals or bodies within the church. When major changes to the CAPP are necessitated, the CAPP Committee will bring the changes as a proposal to the church in Business Meetings for discussion and approval.

Constitution and Bylaws Committee

The Constitution and Bylaws Committee is a standing committee charged with the responsibility of keeping the guiding documents for the church current and up-to-date. This committee will meet on a periodic basis to review the Constitution and Bylaws, and/or to discuss necessary changes that have been suggested by individuals or bodies within the church. When major changes to the Constitution or Bylaws are necessitated, the Constitution and Bylaws Committee will bring the changes as a proposal to the church in Business Meetings for discussion and approval.

Finance Committee (See Constitution and Bylaws, page 19)

Long Range/Building Committee

The Long Range/Building Committee is entrusted with the responsibility to keep our building and grounds needs current with the growth and attendance of the church body. Acting as the Long Range Planning Committee, this group will meet to discuss how to accommodate the parking, classroom, recreation, and worship needs of the church, and envision plans to expand our church property in response to those needs. All further expansion plans will be brought to the church body in Business Meeting for discussion and adoption. When a growth plan has been adopted by the church, this committee then continues to work as a Building Committee, coordinating, developing, and implementing actual plans necessary for construction of needed areas.

Media Services Committee

The media committee is established to meet the audio and visual needs for the main sanctuary. Our mission is to run sound and visual effects for all Sunday and Wednesday services as well as for weddings, funerals and any other church functions in the main sanctuary.

Positions and job descriptions are:

- Sound Technician whose primary function is to operate the sound system and make sure spoken word and music functions operate as they should, can be heard by all, and can be recorded. This position is for Sunday Worship, Wednesday night services, Wednesday night (or special) choir practice, revivals, etc. as well as being responsible for all weddings, funerals, concerts or any event using the sound system. (The outside party using the sanctuary is responsible to secure services of Sound Technician(s) that have been approved by the church.) This person also must work with soloists for any and all performances. This person(s) also travels with the choir to any and all functions to assist in running the sound for the choir performances. Due to the cost and complexity the sound board should not be operated by anyone that has not had training on the system.
- Camera and Video Technician whose primary function is to operate the cameras and video components to make sure every component of the worship service can be seen and recorded. For recording and for playing videos, the person in this position must work in conjunction with the Sound Technician. This is a position that is required every Sunday, and sometimes on Wednesday nights and for weddings and funerals and other church functions. (An outside party using the sanctuary is responsible to secure services of Camera and Video Technician(s) that have been approved by the church.) Once again, due to the cost and complexity of the system one must be trained before being allowed to work with the system.
- Computer and Lighting Technician whose primary function is to do the PowerPoint presentations for the music and other worship needs, as well as adjusting the lighting to meet the needs of the function. It is the responsibility of this person to type all song lyrics and announcements used on Sunday morning and other times and put them into PowerPoint format and display the words, etc. at the appropriate time. (An outside party using the sanctuary is responsible to secure services Computer and Lighting Technician(s) that have been approved by the church.) The person in this position must work in conjunction with the Camera and Video Technician.

Missions Trip Committee

The Mission Trip Committee should include a chairman and enough members to make up an odd number committee total of 5, 7 or 9 individuals. The chairman will have no greater voting power than any other committee member and is simply the catalyst for scheduling, guiding and implementing the meeting. The committee should attempt to be comprised of a cross section of the church body and ideally the members will have had mission trip experience either domestically or internationally.

The mission of this committee is to develop mission trip opportunities that both help people at the mission trip destination as well as inspire the team members. Ultimately Clifford Baptist Church is to work toward expanding and perfecting mission efforts to the maximum benefit of the Lord's leading.

Committee responsibilities include, but are not limited to:

- a) Researching potential mission trip destinations to recommend to the church
- b) Collecting all needed information such as:

- a. number of people needed
 - b. defining the trip goal
 - c. what materials will be needed
 - d. transportation needs
 - e. total cost to the church and to the individual team member.
- c) Request staff review and approval for the recommended trip
 - d) Upon staff approval, the Committee will present the trip to the Church for a vote in either a Quarterly Business Meeting or a special called business meeting.
 - e) Upon Church approval, the Committee will select a Team Leader for the trip.

The Committee will also be responsible for determining missions fund-raising opportunities. The goal is to encourage as many mission efforts as possible, while protecting the church from being overwhelmed with funding requests. (See CBC Policies and Procedure Manual, Section 14, for additional information.)

Music Committee

The Music Committee will meet on a periodic basis to develop the program of worship music for the church. This committee will contribute to coordinating and scheduling the weekly music of the adult choir, as well as special programs, including Easter and Christmas. This Committee will be led by the Minister of Music, and will have a lay chairman who will serve as representative to the Personnel Committee.

Nominating Committee (See Constitution and Bylaws, page 19)

Personnel Committee (See Constitution and Bylaws, page 19)