

*Clifford Baptist Church*  
*Policies and Procedures Manual*

**Volunteer Positions, Committees, and Chairpersons  
(Sunday School, Children's Ministries [Birth – 6<sup>th</sup> Grade],  
Youth Ministries, Adult Ministries, Committees, and  
Other Ministry Opportunities)**

**SUNDAY SCHOOL**

**Sunday School/Christian Education Director**

- Serves on additional standing committees such as Board of Directors and Nominating
- Prays for staff and direction of Educational ministry
- Reads and studies to keep abreast of current Educational trends
- Researches and attends training opportunities or seminars
- Maintains close contact with staff members and addresses needs or concerns
- Orders and organizes curriculum and classroom supplies for Sunday School and for other programs, as necessary.
- Maintains all Sunday School attendance records
- Reviews all educational materials for Children's Church programs
- Reviews all study materials for Adult small groups
- Schedules and conducts periodic staff meetings

**Sunday School Teacher**

- Should feel called to this ministry
- Prepares a weekly lesson through reading, study and prayer
- Strives to build relationships with students
- Attends scheduled staff meetings
- Arrives prior to the beginning of class so that each participant can be greeted properly
- Commits to good attendance, missing Sunday mornings as infrequently as possible
- Learns how to evangelize effectively and puts knowledge into action
- Is a church member for a reasonable amount of time before leading a class (1 Timothy 3:10)

**CHILDREN'S MINISTRIES (BIRTH-6<sup>TH</sup> GRADE)**

**Nursery Committee**

Schedules volunteers for nursery (ages 0-2 years) during Sunday morning worship, Wednesday evening prayer meetings, revivals, and other special events that may arise during the year

- Publishes the volunteer schedule six months in advance and the weekly worker reminder is published in a church-wide e-mail.
- Oversees the Nursery classroom and assesses supply needs and overall appearance including cleanliness
- Trains volunteers on expectations of practices during and after child care

- Fills in when a worker misses on their assigned day or provides a substitute
- Maintains the supply of snacks, batteries and other normal needs

### **Nursery Worker Sunday Morning Service**

Maintains overall care for children during Sunday morning worship service

- Oversees the handing-out and collection of pagers to parents
- Pays strict attention to the personal belongings of each child and labels them as necessary
- Makes certain that each child has a number that matches the pager given to their parents
- Returns classroom to proper order and vacuums before leaving
- If you desire to work in a particular service, contact the Nursery Coordinator.

### **Nursery Worker, Wednesday Night Service**

Maintains overall care for children during Wednesday evening service

- Oversees the handing-out and collection of pagers to parents
- Pays strict attention to the personal belongings of each child and labels them as necessary
- Makes certain that each child has a number that matches the pager given to their parents
- Returns classroom to proper order and vacuums before leaving

### **“Kids in Praise” Choir Director**

- Selects plays, music and accompaniment tracks for Children’s Choir
- Schedules and conducts Children’s Choir practices as well as provides parents and the Ministry Assistant with copies
- Directs Children’s Choir for Sunday morning worship and special performances
- Works with Music Committee and Church Staff to schedule performances
- Prepares or oversees preparation of costumes and props for Musicals/Plays
- Creates slideshows, bulletins, programs and scripts for performances and plays
- Oversees tryouts and assign parts for musicals and plays
- Provides any other needs such as lunch, parties or crowd control

### **“Cherub” (4-5 year olds) Choir Director**

- Selects music and writes or selects programs to perform
- Normally schedules 2 performances a year (Spring and Christmas) and has scheduled rehearsals
- Oversees preparation and collection of costumes
- Keeps the parents informed
- Selects a helper to assist with crowd control

### **“Shining Lights” Coordinator (4 years – Kindergarten)**

- Chooses and orders all educational materials
- Creates the annual worker schedule and contact information list
- Occasionally helps in children’s church
- Makes sure there are adequate workers on duty each Sunday
- Ensures that children are properly taken care of
- Supports and prays for each individual worker

### **“Shining Lights” Worker (4 years – Kindergarten)**

- Responsible to plan and carry out a children’s church lesson for children 4 years old to Kindergarten, which will be held immediately after dismissal from worship service
- Works on a team of three people with each team teaching at least once a month
- All materials will be provided.

### **Extended Session Coordinator(s) (2 & 3 yr. olds)**

- The coordinator is responsible for coordinating the teachers and assistants for the Preschool B (2’s and 3’s) department during the worship service period which is from 10:45am to noon or shortly thereafter.
- Coordination includes grouping and scheduling the teachers and workers on the Sundays they will be serving, and supplying them with the Sunday School lesson and activities information.
- Before the beginning of each Quarter, the schedules and Bible lessons are prepared and are given out at church or mailed to each extended session worker.
- The coordinator assists in finding a substitute whenever a teacher/worker is unable to attend.

### **Extended Session Worker (2 & 3 yr. olds)**

- Extended Session Workers include the coordinator, lead teacher and assistant.
- The lead teacher plans and prepares the bible lesson activities, and leads each lesson activity along with the teacher.
- The teacher assistant assists the lead teacher with activities and can lead some of the Bible lesson and play activities.
- The teacher assistant is an adult that helps the teachers in guiding the children in lesson and play activities.
- Extended Session begins with a snack time, which lasts about 15 minutes.
- Following the Bible lesson there are usually 3 activities lasting about 10 minutes each.
- Lastly, playtime activities follow which can include block building, reading books, play dough, games, and outside play.
- Whenever a teacher or assistant is unable to attend, he/she is asked to contact a teacher assistant on the following Sunday to switch Sundays. If unable to get a substitute, call the coordinator for assistance. Names and phone numbers of all teachers/workers are supplied with the quarterly schedules.

### **King Jesus Kids (Children’s Church for Grades 1-5)**

A Sunday morning worship service, held in the Minnie Stinnett Chapel, structured for children in grades 1st through 5th. This is a fun learning time that teaches about Jesus’ love for them and a personal relationship with Him, the importance of prayer and seeing the answer God gives, how to use God’s word, remember and apply it and giving their hearts in service to Jesus and others.

- Teachers consist of two adults per Sunday. Teachers can be rotated monthly, quarterly, bi-annually or annually. One gives the lesson and another does an activity with the children (i.e. prayer service, crafts, music, etc.)

- Helpers are adults who maintain order with the children, supervise their safety, help in scripture search and assist where needed. They serve one to two Sundays per year.
- Sound technicians are responsible for operating sound equipment one Sunday per month.
- Computer technicians are responsible for posting prayer requests one Sunday per month and slide presentations as needed.

### Youth Ministries

#### **Teens Growing in Faith (TGIF) Team Member (Wed. 7-8pm)**

- Lead Wednesday night program on a rotating basis with other youth team members
- Inform youth of plans for activities and events
- Attend activities when available to do so
- Chaperone teens during lesson/small groups
- Form lasting Godly relationships with teens
- Be a spiritual leader to teenagers
- Work with other leaders as needed
- Be available for youth in a counseling capacity when needed

#### **Youth Leader Wednesday Night (Wed. 8-9:15pm)**

- Love, care about, and have a heart for our youth
- Needs to appreciate their diverse and unique personalities, recognizing the issues they deal with in their daily lives and be able to demonstrate how the Bible applies to those areas
- Responsible for chaperoning teens/keeping them in the same area
- Make connections with teenagers
- Oversee game room activities and outside activities teens are involved in

### Adult Ministries

#### **Baptist Men on Mission Director**

- Should feel called specifically to men's ministry and be willing to commit to it.
- Should take the responsibility of teaching men how to be spiritual leaders in their homes.
- Should teach them about assuming servant leadership roles in the church, supporting and expanding the ministry of the church staff.
- Should actively engage in both the ministry and mission of the church
- Should accept responsibility for mentoring boys, teenagers, and other men in godly, biblical manhood.

#### **R.A.'s (Royal Ambassadors boys grades 1-6)**

- Introduce the message of Jesus and His saving grace
- Disciple and teach them how they can grow in their relationship with Jesus
- Teach how to defend their faith
- Teach the value of scripture memorization and reward them accordingly
- Introduce missions with a focus on local missions. Teaching how we can be missionaries where God has us right now - in our schools, in our homes, on the ball field.

### **Young Adult Bible Study Leader, Wed. Night**

- Should have a heart for God and young adults and relate well to the natural enthusiasm and energy of this age
- Will usually meet between 7:00-8:00pm although time can be extended if desired
- Ideally, two or more leaders or couples will work as mentors and will be responsible for Bible study, devotions, fun activities, and other “family” building fellowships
- Lessons and curriculum need to be directly applicable to the many issues and pressures of the age group

### **Young at Hearts Coordinator**

- Plans programs and secures the speaker or entertainment for each meeting
- Helps serve and clean up
- When eating out, makes restaurant reservations and plans transportation

## **Committees & Other Ministry Opportunities**

### **Activities Committee Chairman**

- Responsible for organizing committee members to carry out all church social events.

### **Activities Committee**

- This committee shall consist of the approximately seven members plus a Chairman
- Purpose: To plan and organize specific activities and special events in the church
- Regular events include:
  - Church-wide Christmas Dinner
  - Church-wide Picnic
  - Easter Egg Hunt (Saturday before Easter)
  - Reception for special concerts or performances
  - Associational luncheons when meeting at Clifford
  - Other special occasions
- Responsible for setting up and taking down of tables and chairs before and after Activities functions.

### **Baptistry Committee Chairman**

- Responsible for making sure committee members are aware of date of baptism service
- Responsible for cleaning baptistry prior to baptism service (usually sometime Sunday through Tuesday before the Sunday of the baptism)
- Responsible for communicating with pastor to let him know when baptistry is clean so pastor can begin filling
- Responsible for making sure mats are laid out prior to baptism service to help with water clean-up
- Responsible for setting up pastor’s changing room (including towels and bag for wet clothing)

- Responsible for setting out handkerchiefs and laundry baskets Sunday morning before church begins
- Pastor is responsible for filling and emptying of baptistry. Baptistry is NOT to be emptied during worship service.

### **Baptistry Committee**

- One member will be up at the baptistry to hand out towels to baptismal candidates immediately following baptism (usually two per person).
- Two to three members (usually men) will be at stairs with mats and mops to help with water clean-up and making sure candidates get down stairs safely following baptism.
- Following baptism, all members present behind the scenes help with water clean-up. Member upstairs will also take care of pastor's wet clothing and anything else left behind by pastor (i.e. coat hanger, tie, etc.).
- At least one member will take home laundry baskets of wet towels and handkerchiefs to wash, dry, fold, and return to church.

### **Bereavement Committee Chairman**

The Bereavement Committee is activated when there is a death in a church member's immediate family.

Responsibilities of Chairman:

- Coordinates the annual meeting for the group
- Gathers contact information from all committee members
- Works with the pastor to coordinate with the family
- Coordinates the receptions which involves determining the amount of food needed, getting volunteers to bring the food, assuring supplies are at the church, and assigning committee members to oversee the reception
- When the family has chosen to meet at the home rather than have a reception, the chairman can arrange to purchase a meat tray or chicken to donate to the family

### **Bereavement Committee:**

- Once contacted by the Chairman, the committee member will make the initial contact to the bereaved family.
- The committee member will deliver a fruit basket to the family on behalf of the church.
- If the family will be hosting a visitation, the committee member can deliver paper products from the supply at the church.
- If a reception is to be held at the church, the committee members will oversee the reception.
- If the reception is to be at the home, the committee members will purchase and deliver a meat tray or chicken to the home.

### **Flower Committee Chairman**

- Organizes the committee members scheduling both regular and holiday responsibilities
- Keeps a calendar of special events and donated flowers

- Coordinates the ordering of Easter lilies and poinsettias as requested by the congregation and provides the list of dedications to the church office for the bulletin.

### **Flower Committee**

- This committee will be responsible for an arrangement to be available and set up for each worship service, special event, or other church related meeting held in the sanctuary. The committee shall make available flowers for special events elsewhere in the church as requested by the pastor.
- Responsible for decorating the sanctuary, inside and out, at Christmas and Easter, including ordering and setting up poinsettias at Christmas, palms on Palm Sunday, lilies on Easter Sunday, and decorating with greens, candles, wreaths, making and displaying the Advent wreath, etc.
- Church members desiring input or additions for Christmas or Easter decorations must join the flower committee or contact the chair at least three months before the holiday.
- Remembers special occasion flowers such as Memorial Day, July 4th, or Thanksgiving, etc.
- Whenever a church member contacts the church office regarding placing of flowers in the church on a given Sunday or other occasion, the member will be directed to the chairman of this committee.
- Should any flower committee member be contacted about donations, the chairman should always be made aware of upcoming donations.
- Most of the time members wishing to honor a loved one will purchase their own arrangement and have them delivered. Occasionally a member might have the chairman order the flowers for them.
- Responsible for removing flowers from the church including arrangements that have been donated if the person donating doesn't pick them up.
- This committee is not responsible for bereavement flowers.
- A most important responsibility is keeping the altar prepared for reverent worship.
- Helpful traits would be:
  - i. An interest in flowers and plants
  - ii. Decorating abilities
  - iii. Knowledge of flower arranging
  - iv. Ability to make bows
  - v. Willingness to work together in a Godly manner on creative decisions

### **Greeters Committee Chairman**

Responsible for the organizing and facilitating the committee responsible for welcoming and/or aiding both members and visitors to our church. Should have at least one organizational meeting with the entire committee to explain duties and responsibilities.

### **Greeters Committee**

- The greeters are the first people our members and visitors see as they enter the church. Their primary job is to make people feel welcome and to help our visitors find their way around the building, to answer any questions they may have, and to help them find Sunday school classes for their family.

- There will be a greeter at each of the front doors by 10:15am each Sunday to greet people as they enter the church.
- The visitors table will be manned by 10:00am, then again immediately after worship service. This person will answer questions and help our visitors and/or members in any way they can.
- A greeter will be at the glass door on the lower level of the church before Sunday School from 9:30am until 10:00am. This person can help our members/visitors with questions and directions if needed.
- A greeter will be at the back door immediately after worship service to thank people for coming and encourage them to return again

### **Coffee Bar**

The coffee bar will be another way of making our members/visitors feel welcomed.

- The person/persons doing the coffee bar should have tables ready by 9:30am on Sunday mornings (one in the foyer and one downstairs near the glass door).
- The coffee bar person/persons will greet people as they enter the building upstairs until 10:00am or until the visitors table greeters arrive.
- The coffee bar should be cleaned up before worship if possible or as soon as it can be.

### **Health Ministry Committee**

- The Health Ministry Committee should:
  - Include at least five to seven individuals including the Parish Nurse, professional health care members, if any, and lay people
  - The committee will elect a chair and secretary
  - They will meet regularly to support and direct the church's health ministry
- The Health Ministry Committee duties are, but not limited to:
  - Plan and assist with the implementation of the church's health ministry
  - Assist in congregational health surveys as needed to determine the greatest health needs
  - Strive to develop and implement preventive and health promotional activities
  - Assist in presenting educational presentations
  - Periodically evaluate the health of the church and report the results to the church

### **History Committee Chairman**

- Responsible for overseeing all church efforts to preserve, display or share historical interests concerning Clifford Baptist Church
- Responsible for planning future needs for proper archival efforts in order to preserve all appropriate historical objects, information, or photographs

### **History Committee**

- Responsible for maintaining, organizing and preserving documents and photos associated with the life of the church
- Ongoing work is the identification and organization of photos for display and arranging the documentary evidence so that it may be used for research



### **Kitchen Committee Chairman**

Responsible for overseeing the planning, organization, scheduling and implementation of all kitchen cleaning activities

### **Kitchen Committee**

While there will usually be several committee members, the committee has traditionally divided up the months among themselves with only one member per month having the clean-up responsibilities. The following are assigned duties:

- Cleans the refrigerator once a week and throws out open containers of food (i.e. leftover food)
- Throws out leftover 2 Liter drinks that have gone flat
- Washes out the inside bottom of the refrigerator with stainless steel spray
- Washes down kitchen table and counter
- Cleans the sink thoroughly
- Returns all items to their proper cabinet place
- Checks expiration date of food and disposes of as necessary
- Discards food left in the refrigerator that is unmarked for a special use
- Checks/cleans freezer once a month and throws out old food
- Gives to the Backpack Ministry unopened, individually wrapped food. A collection bin for the Backpack Ministry is located in the Information Center.

### **Library Committee**

Responsible for the general care of the library. This includes:

- Receives and catalogs new books as they are purchased or donated
- Returns to the shelves books that have been used
- Repairs or disposes of damaged books
- Checks donated books for appropriate content
- Straightens and organizes the library

### **Lord's Supper Committee Chairman**

- Responsible for overall care and storage of Lord's Supper materials
- Responsible to communicate with Associate Pastor when items (cups, bread, and new trays) are needed for Lord's Supper
- Responsible for making sure there are enough committee members available for set-up and clean-up of Lord's Supper materials
- Responsible for making sure someone on committee takes linens to be pressed after each Lord's Supper service (at this time, Andy Mays of Amherst Cleaners presses our linens for us free of charge)

### **Lord's Supper Committee**

- Lord's Supper is held the first Sunday of each quarter-October, January, April, and July unless otherwise scheduled by senior pastor.
- Committee generally consists of four or more members.
- Meets in Social Hall at 8:45 am on Sunday of Lord's Supper service to prepare materials for Lord's Supper

- Meets immediately following service to clean trays and store them for next Lord's Supper service
- Makes sure all plastic cups are removed from pews in sanctuary and table is returned to hallway

### **Photography Committee Chairman**

The Chairman of the committee shall be responsible for coordinating and arranging execution of the committee's responsibilities.

### **Photography Committee**

The purpose of the Photography Committee is to produce a photographic record of important and memorable events in the life and history of our Church.

- It shall be the duty of members of this committee to attend and to photograph such events as baptisms, classes for prospective members, ordination services for deacons or ministers.
- Committee members shall make themselves available as needed to photograph Church Deacons and Church staff to maintain an up-to-date and complete photographic record of such.
- As far as possible, committee members are to record special events such as Fall Festival, the annual Church picnic, revivals, Vacation Bible School, Christmas pageants, youth presentations, etc.
- The photographer who has covered these events, or other committee member, shall submit to the church secretary, in a timely fashion, processed and edited copies of the usable photographic files on thumb-drives or cd's and/or via emails.
- The Church Office will provide a digital camera for committee use if needed or desired.

### **Piedmont Baptist Association Representative**

The Piedmont Baptist Association meets four times a year in Executive Session in order to coordinate associational ministries. CBC shall elect one member to represent the church in these quarterly meetings. That representative will report to pastors items of business that were discussed during the meetings.

### **Live Plant Committee**

- Waters all potted plants in the church as needed to maintain them
- Moves the appropriate live plants into the sanctuary before each Sunday service. Moves these plants back into the hallway after each service.
- Waters and maintains 2 flowering plants beside the entrance door to the Minnie Stinnett Chapel

### **Safety, Security & Parking Committee Chairman**

- Responsible for the overall safety and security of the buildings and grounds, members, visitors and staff

### **Safety, Security & Parking Committee**

- Responsible for traffic flow and parking for church sponsored special events

- The committee shall conduct an initial and periodic physical security assessment of all church owned buildings and grounds and respond to safety and security needs as concerns as needed.
- Coordinates and implements training the church body in emergency procedures for the church body

### **Sign Language Committee**

- Coordinates and provides sign interpretation for the hearing impaired for major worship services.

### **Tellers Committee Chairman**

- Responsible for all planning, organization, scheduling and implementation of the committee as well as taking the offering to the night deposit drop box at the bank.
- The chairman will advise the committee as to the proper procedures required by the bank and proper recording procedures for internal use

### **Tellers Committee**

- The members on this committee shall be members of Clifford Baptist Church and should have a working knowledge of a calculator and regard all financial contributions as confidential information.
- They are responsible for the counting of the offering after worship service on Sundays.
- The members are divided into working teams and assigned appropriate Sundays.

### **Ushers Committee Chairman**

- Responsible for the planning, organization, scheduling and implementation of the committee
- At the beginning of each new church year, the Usher Committee chairman will schedule a meeting to inform all the ushers of the schedule, responsibilities and any new instructions. Any required training will be given at this time

### **Usher Committee**

- Ushers will be scheduled to serve for an entire month at a time.
- Ushers are stationed at all doors to the sanctuary 30 minutes prior to worship to greet and pass out bulletins as members and visitors enter the sanctuary and remain at their post until the service is over.
- Ushers will help seat members and visitors.
- Ushers collect the offering and moves it to a secured location in the church, as per established procedure.
- The usher staff should have a basic knowledge of church ministry schedules and locations (i.e. Nursery, Sunday School, Children's Church).
- Ushers will assist in an evacuation and medical emergency.
- Ushers will be vigilant in watching and listening for signs of danger to any in the congregation.

### **Vacation Bible School Director**

- Plans all aspects of annual VBS week
- Working with pastors, chooses and orders literature and curriculum

- Attends VBS training functions whether sponsored by the association or Clifford Baptist Church
- Prays for and recruits a volunteer staff of approximately 85 people
- Schedules and conducts staff training
- Assesses additional supply needs and arranges purchase
- Oversees each evening of VBS and fills gaps when necessary
- Strives to maintain strict evangelical focus for VBS
- Submits final reports to associational and state offices
- Follows up with staff for items to be addressed the next year
- Works with volunteers in the following areas:
  - Teachers, Refreshments, Decorations, Group Leaders, Promotion, Traffic Control, Recreation

### **Welcome Home Committee Chairman**

- Calls Ministry Assistant each week to determine if anyone came home from an “overnight” hospital stay. Each person receives a get-well gift from Clifford Baptist Church.
- Calls the next person on a list of committee members to deliver a get-well gift
- Gives the committee member the name, address and phone number of the person to receive the gift

### **Welcome Home Committee**

- Committee member makes arrangements to pick up the gift from the business providing it.
- Committee member calls the person and tells them who they are and that they are from the Welcome Home Committee of Clifford Baptist Church.
- Committee member makes a visit to the home and delivers the get-well gift.
- Committee member turns in receipt to the Treasurer, indicating the Committee name and who the gift was for.

