

FLAT ROCK BAPTIST CHURCH

Stuart Highway

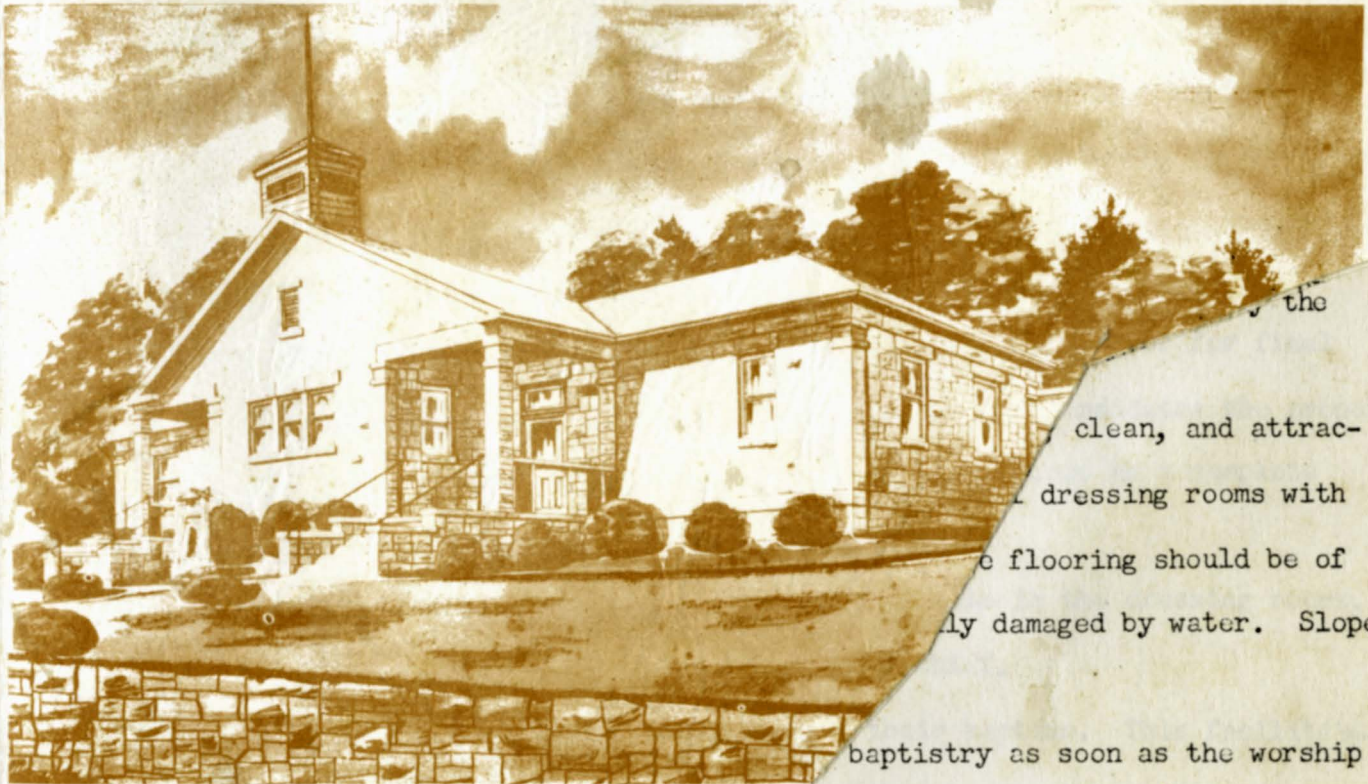
Mount Airy, N. C.

Phone 786-7661

"OUTREACH THROUGH UPREACH"

1967

COMMITTEE MANUAL



"LIFTING UP CHRIST I

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OUR CHURCH COMMITTEES

The time has come for our church to look more in the direction of committee action. Decisions are too many and complex for any individual including the pastor. This is the year for committees to function. Strong emphasis will be placed on committee work in the life of our church this year. Therefore, it is extremely important that every member of every church committee attend all committee meetings.

WHAT IS THE PURPOSE OF A CHURCH COMMITTEE?

Baptists believe that ultimate authority rests with the local congregation. It must make its own decisions concerning its work. This requires study and investigation. But for the entire congregation to study every matter is impossible. Therefore the congregation designates certain of its members (committees) to study, consider, take action, and report back.

The chief reason for the existence of any church committee is to, provide information which will assist the congregation in reaching final decisions.

(SEE BOTTOM OF PAGE.) As a general rule final decisions are not made by the committees. Final decisions are made by the congregation in business meetings.

For the convenience of our members we are printing a clean, and attractive manual. In this manual will be listed all the committees, their duties and present members. A glance through these manuals should be of contact on any important matter. The manual is damaged by water. Slope

baptistry as soon as the worship service is over. Baptistry is dangerous. Since small children are so easily attracted and wander near the baptistry pool after service, they should be removed as soon as possible.

BAPTISM COMMITTEE

The baptism committee is responsible for making baptism a meaningful testimony to the dual design of immersion: the resurrection of the Lord, and the death of a believer to the old life of sin and resurrection to new life through faith in Christ.

Its purpose is to assist the pastor in preparing for the ordinance of baptism. The committee is responsible for preparing the candidates and the baptistry for the ordinance. Most churches immerse candidates for church membership as soon as possible, so the baptism committee will probably not work on a regular schedule as does the Lord's Supper committee.

What qualifications should members of the baptism committee possess? They should be spiritually mature and dependable and have the ability to adapt to emergency situations.

The committee works closely with the pastor as it carries out the following responsibilities:

1. Study the baptism facilities and recommend needed improvement.

The committee will examine the baptistry, water heater, dressing rooms, robes, rubberized baptism suit, and lighting arrangements, and study the quality, quantity, and adequacy of these facilities.

The dressing rooms should be well lighted, heated, clean, and attractively furnished. Where possible, provide individual dressing rooms with mirror, clothes hangers, comb, and hair dryer. The flooring should be of ceramic tile, asphalt tile, or material not easily damaged by water. Slope the floors to floor drains.

The water should be drained from the baptistry as soon as the worship service is over. Water left in the baptistry is dangerous. Since small children may be fascinated by the water and wander near the baptistry pool after the service, this hazard should be removed as soon as possible.

2. Arrange for cleaning and storage of the baptism robes, towels and handkerchief.

Arrange for immediate cleaning of robes, towels, and other materials used during the service.

The robes should be stored as soon as they are returned so they will be ready for immediate use. Put the robes on hangers and store towels and handkerchiefs in a cabinet. A storage cabinet eliminates accumulated dust on the towels.

3. Arrange for the baptistry to be filled.

The proper level of water is important. If the water is too deep, the children are uneasy. If the water is too shallow it is difficult to baptize an adult. The committee should confer with the pastor on the proper water level and check to see that this requirement is met. The committee should also check the water to see that it is the proper temperature.

4. Assist in preparing the candidates for baptism.

The baptism committee is responsible for notifying the candidates about the time for the baptism service. (Some committees may prefer to work through the church office in notifying the candidates.)

The committee will meet with the candidates and the pastor for final instructions. They can assist as the pastor shows the candidates the proper position for baptism. The feeling of fear can be lessened by a complete explanation and demonstration of the act of baptism.

Give each candidate as much privacy as possible in the dressing rooms. Provide each candidate with a towel and handkerchief.

Arrange the candidates in the order of their baptism. This facilitates the use of name flash cards if the pastor wishes to use them.

5. Assist the pastor during the service of baptism.

The committee can take steps to assist the pastor in an orderly and worshipful service. One member of the committee can assist the pastor in

robing for the ordinance of baptism and in dressing after baptism. The committee should take care of the wet clothes and rubberized suit used by the pastor. This enables him to return to the sanctuary immediately after the service of baptism.

6. Assist the candidates after the baptism service.

Encourage the candidates to return to the sanctuary for the service when possible. See that an adequate supply of towels is on hand. If the church furnishes hair dryers, see that they are in operating order. The members of the baptism committee will stay with the candidates until all have dressed and returned to the sanctuary or home.

If it is the custom of the church to provide baptismal certificates, the committee will arrange for one to be presented to each individual who is baptised. Certificates are available from the Baptist Book Store.

BUILDING AND GROUNDS COMMITTEE

Church properties are set apart, dedicated to God for the specific purpose of worshiping, educating, ministering, and proclaiming. As such, a properly organized and functioning Building and Grounds committee is essential to stewardship of church properties.

The building and grounds committee assists a church in matters related to properties administration. Its work includes such areas as maintaining all church properties for ready use; recommending policies regarding use of properties; and recommending to the personnel committee the employment of maintenance personnel and the assignment of responsibility to appropriate personnel for supervision.

Members should have good judgment; a knowledge of the church, its objectives, its methods of operation; a spirit of Christian goodwill; and willingness to support maintenance personnel in the performance of their duties. Persons with property maintenance knowledge and experience would be particularly helpful on the committee.

The properties committee should (1) be a regular committee; (2) have a rotating membership in terms of three years; and (3) be composed of five to nine members.

DUTIES

1. Inspect and inventory church properties. Good maintenance of church properties begins with a thorough inspection and a complete inventory of buildings and equipment.

Building inspection will include roofs, painted areas, basements, kitchen, rest rooms, windows and doors, mechanical and electrical maintenance, water heating and electric systems.

Musical equipment, Lord's Supper and baptism equipment should also be inspected and inventoried.

Inventory and service records of all furniture and equipment should be kept in the church office. Copies of instructions needed for operation and maintenance of equipment should be kept current.

2. Develop and initiate scheduled cleaning procedures for church facilities.

A schedule of cleaning procedures should include suggested cleaning standards relating to inspection and repair, floor care, painting, proper equipment, cleaning walls and ceiling, kitchen, rest rooms, and nursery and other elementary facilities.

Suggestions for daily, weekly, biweekly, monthly, bimonthly, and annual cleaning procedures should be included in the schedule.

3. Develop and recommend, in cooperation with appropriate church leaders, policies for the use of church facilities and equipment.

Policies are needed in many areas of the life and work of a church. Some major areas are: church equipment, musical instruments, church weddings, church nursery, audio-visual equipment, kitchen equipment, use of buildings and facilities by community groups and recreational facilities.

4. Request and administer maintenance, furniture, and equipment budget.

Budget requests for property maintenance, furniture, and equipment should be prepared by the committee. All requests should be made in light of church program plans.

The properties committee will also work closely with other church committees: Kitchen, stewardship, kindergarten, flower, baptism, and Lord's Supper.

COMMUNITY MISSIONS COMMITTEE

A healthy, New Testament church aggressively meets missions needs, not through a reluctant response when these needs are thrown at its doors, but through a triumphant advance to its community, the country, and "to the uttermost parts of the earth."

The missions committee can provide the lead in any triumphant advance or thrust the church makes in its community. This committee seeks to discover possibilities for local missions projects, share findings with church program organizations, and serve the church in establishing and conducting such missions projects as may be assigned to it.

The church missions committee, while varying in size according to the projects and needs of the church, should be composed of church members who have a knowledge of, a concern for, and a willingness to participate in, missions.

What does the missions committee do?

1. The committee surveys and analyzes possibilities of local missions projects that can be sponsored by the church.

What is missions in our community? It involves ministering to physically handicapped persons, illiterates, juvenile delinquents, alcoholics, the sick and financially distressed, and the lost and unchurched. Our community has its share of the above mentioned problems. The duty of the missions committee shall be to discover and study these needs and recommend a course of action to our church that could help these people.

The missions committee communicates with the associational missions committee, as needed, concerning missions needs in the association. It interprets these needs to the church and responds as authorized by the church.

In a healthy church, missions action is always a central part of what the church is doing. It must use its meetings, its organizations, and its spiritual and material resources to accomplish missions action. The church missions committee shares a large part of the responsibility for this action.

FINANCE COMMITTEE

Principle Function

This committee will assist the church in the collection and distribution of the tithes and offerings. We go to them first for every financial need.

Membership

Our constitution states that this committee shall have 3 members. One should be from the board of deacons, and one is the treasurer and another is selected from the congregation.

Duties

The greatest task which this committee will undertake is preparing the annual church budget. Many times the only thing we do is take the old budget and put a new date on it. This is not the best way. Let us show you a more excellent way.

1- Look at the present.

Plans for the future must start with a detailed analysis and understanding of what is going on right now. Here we will examine the old budget. We should review the past few years of performance. What has the church done in the past?

2- Look to the future.

List the present needs of the church and what should be done to meet them.

3- Evaluate the needs.

The leadership of the church should come together to decide where to put our money. All the organizations of the church should prepare a budget of their particular needs and present it to the finance committee. Then the leaders, (deacons, Sunday School, Training Union, W.M.U., Brotherhood, music), can decide where each dollar shall go.

4- Adopt a statement of church goals and plans.

Prepare a written statement for the people telling them of the church financial goals and plans for the coming years. Present this statement to the church for adoption.

FLOWER COMMITTEE

The flower committee can make a unique contribution to the worship atmosphere of the church. Follow these suggestions to discover how.

The flower committee's principal function is to be responsible for securing, arranging and disposing of floral arrangements for church services and to provide flowers for sick and bereaved members.

Members of the flower committee are selected by the nominating committee and elected by the church. To serve on the flower committee is an opportunity to make worship more meaningful. Therefore, members of the committee should also have a general knowledge of floral arrangements and a willingness to learn new techniques.

The number of members on a flower committee differs with the varying needs of churches. Usually the number will range from three to seven, in addition to the chairman. Careful observation and past experiences will enable a church to elect the number to meet its needs. A definite and adequate policy should be established by the church to guide in the election and training of flower committee members.

A dedicated, active flower committee can strengthen worship by consistently displaying in church services the natural beauties of God's floral creations. They can also bring comfort to the sick and bereaved through providing floral arrangements. The following duties of the flower committee will suggest how.

1. Formulate and recommend to the congregation procedures for securing, arranging, and disposing of flowers used in church services and for providing flowers for sick and bereaved members.

A church needs policies to determine when flowers will be sent bereaved members of the church. This prevents misunderstandings and gives guidance and protection to the committee. The flower committee is responsible for formulating and recommending these policies. After the policies have been approved by the

congregation, the flower committee sees that the procedures are observed.

The flower committee should also recommend policies to guide members in requesting opportunity to place memorial flowers in the sanctuary. Individuals who want to provide memorial flowers should give advance notice to the committee and see that proper recognition is given to the memorial flowers through the church bulletin or church newspaper.

The following questions will help the flower committee determine what additional policies may be needed:

- (1) Flowers for church services
 - a. In what services will flowers be provided?
 - b. What amount should be budgeted for flowers?
 - c. Will the church obtain the flowers from a local florist or will homegrown flowers be used?
 - d. What arrangements will be necessary to provide memorial flowers?
 - e. Will the same flowers be used for more than one service?
 - f. To what extent will artificial flowers be used?

- (2) Flowers for the sick and bereaved
 - a. Will flowers be sent to members only?
 - b. How serious should the sickness be before flowers are sent from the church?
 - c. How much should the flower arrangements cost?

The flower committee should work with the stewardship committee to develop a flower budget for congregational approval. The budget need not be a large sum. The use of homegrown flowers and flowers in season will make it possible to provide a maximum of floral arrangements at a low cost.

KITCHEN COMMITTEE

The kitchen committee can spell the difference between an efficient and economical or a burdensome and costly food service in your church.

The kitchen committee is responsible for formulating policies of the kitchen and for communicating these policies to church members.

The kitchen committee members should be selected by the nominating committee and elected by the church.

Few kitchen committees should have less than three members or more than eight. One plan for determining the committee membership is to elect an individual from each of the major organizations of the church.

DUTIES

The duties of a kitchen committee are:

1. Formulate and recommend to the congregation policies to guide in the use of the church kitchen.

Specific policies outlining the proper use of the church kitchen should be formulated by the kitchen committee and adopted by the congregation. These policies will help prevent possible misunderstanding concerning how meals are requested, scheduled, and served.

Churches without an employed kitchen staff may use volunteer workers to provide an effective and economical food service to their members. The kitchen committee may be responsible for preparing and serving the food. However, it may be better for a special committee from the group sponsoring the meals to have this responsibility. In either case, one person should be in charge of the entire meal. This person should then supervise the individuals responsible for planning, preparing, serving, and cleaning up after the meal. As a general rule, approximately four kitchen workers are needed for each fifty guests and one server for each ten guests.

SANITATION

What standards for food service, quality of food, and cleanliness should be established for the kitchens? Policies on cleanliness should be rigid and strictly observed. One way to insure cleanliness in the church kitchen is to comply with the regulations of the local Department of Health.

Kitchen policies must be adopted to church needs. These questions should be asked periodically: Have the services of the church kitchen contributed to reaching church goals? Are kitchen policies and services relevant to current program needs? If the answer to either of these questions is no, policies and services should be changed to comply with current church needs.

The decision who prepares the elements for the church service should be better prepared personally for their part in working in the Lord's Supper service. This is not to imply that a person working in working the Lord's Supper should be a "worthy" person. First Corinthians 11:27 says: "Therefore whoever shall eat and drink this cup of the Lord, unworthily" refers to the manner in which the Lord's Supper is observed. The Scripture passage does not say that a person must be worthy or perfect to take the Lord's Supper. Decisions should reflect spiritual maturity; therefore, they are serious choices for assisting in this observance.

Providing the elements for the observance of this church ordinance is related to the actual observance. Therefore, the same persons could be responsible for both phases of the Lord's Supper.

The Lord's Supper committee should be kept in working for the Lord's Supper. The duties of the Lord's Supper committee are directly related to the effectiveness of the Lord's Supper as an expression of worship. The committee works closely with the pastor as it carries out their responsibilities.

They also are responsible for maintaining the cleanliness of the service equipment.

LORD'S SUPPER COMMITTEE

Preparation is often the key to worship, and the Lord's Supper committee is the key to preparation for this service. The Lord's Supper committee is responsible for making the observance of the Lord's Supper an expression of true worship.

The Lord's Supper committee does the preparatory and maintenance work needed to observe this memorial to the Saviour. The committee will prepare the elements for worship on a schedule approved by the church.

Since deacons assist in worship and have traditionally assisted in the observance of the Lord's Supper, it is suggested that deacons serve as the Lord's Supper committee. These men are aware of the words necessary for this worshipful experience. The deacons who prepare the elements for this solemn occasion should be better prepared personally for their part in assisting in the Lord's Supper service. This is not to imply that a person assisting in serving the Lord's Supper should be a "worthy" person. First Corinthians 11:27 says: "Wherefore whosoever shall eat this bread, and drink this cup of the Lord, unworthily" refers to the manner in which the Lord's Supper is observed. The Scripture passage does not say that a person must be worthy or perfect to partake of the Lord's Supper. Deacons should reflect spiritual maturity; therefore, they are obvious choices for assisting in this observance.

Preparing the elements for the observance of this church ordinance is related to the actual observance. Therefore, the same persons could be responsible for both phases of the Lord's Supper.

The Lord's Supper committee works behind the scene in preparing for the Lord's Supper. The duties of the Lord's Supper committee are directly related to the effectiveness of the Lord's Supper as an expression of worship. The committee works closely with the pastor as it carries out these responsibilities.

1. Study the equipment needs and recommend the purchase of the needed service equipment.

The committee will examine the equipment the church uses in the Lord's Supper. The equipment should be adequate in quantity and quality. The number of trays and glasses needed should be obvious. However, the committee should also study the quality of the equipment. Select the equipment suitable for the church.

The committee will consider these items of equipment--bread and glass trays, glasses, container to use in filling glasses with juice, rubber receptacles in pews, and tablecloths.

The Lord's Supper committee will recommend the purchase of equipment as it is needed.

2. Obtain and prepare the elements used during the Lord's Supper.

Unleavened bread, used during the commemorative service, can be purchased from Baptist Book Stores or prepared by members of the committee. The committee. The committee can easily keep as ample supply of the commercial wafers on hand.

Grape juice is used by most Southern Baptist churches as the element to represent the shed blood of Christ.

Since bottled grape juice and commercial wafers will not spoil, a church can always keep a supply of each on hand. The elements that have been stored for the longest period of time should be used first.

3. Prepare the table for the Lord's Supper observance.

The committee works with the pastor at all times in helping to prepare the people as well as the elements. The pastor should urge church members to come with hearts and minds prepared for participation in this solemn ceremony.

The most acceptable time for preparation for the ordinance is Saturday before use on the following Sunday. Glasses can be filled and placed in refrigeration until the next day. Immediately prior to the time for the service, the elements should be placed on the table in front of the pulpit.

4. Arrange for the service equipment and linens to be cleaned and stored

after the service.

THE MUSIC COMMITTEE

The Lord's Supper committee may collect and clean the glasses and other equipment. The committee is responsible for doing the clean-up work or arranging for it to be done.

PRINCIPAL PURPOSE: The Music Committee shall act as a guiding force in the total music program of our church. The chief function of this committee is to act as a go-between for the music program and the people of the congregation. All items of major importance shall be referred to this committee who will in turn study the situation and make recommendations to the congregation. Let us all remember that in God's church the final authority is the congregation in business.

MEMBERSHIP: The size of this committee shall vary from 3 to 5 members. To determine what is best for the church we must have a cross-section representation from the total membership. There are several types of persons who should be selected to serve on this committee. The pastor is an automatic member by virtue of his position of leadership as is true in all committees. The choir director and the assistant director, someone who plays the instruments, one or two members from the choir, a member from the Board of Deacons, someone from the congregation who is trained in music, someone from the congregation who knows nothing about music, and someone who is a leader in our Sunday School.

Types of individuals are specified in order to assure that the different opinions of our diversified congregation shall be represented.

DUTY OF THE COMMITTEE: In general it shall be the duty of this committee to study and make recommendations to the congregation on all matters pertaining to the total music ministry of our church. More specifically the duties of this committee are:

1. To evaluate periodically our music program and recommend changes whenever it is deemed necessary.

THE MUSIC COMMITTEE

The Music Committee is concerned with the total music ministry of the church. To this committee the church can look for guidance and recommendations on any or all major policies or decisions relating to our Music Program.

PRINCIPLE FUNCTION: The Music Committee shall act as a guiding force to the total music program of our church. The chief function of this committee is to act as a go-between for the music program and the people of the congregation. All items of major importance shall be referred to this committee who will in turn study the situation and make recommendations to the congregation. Let us all remember that in Baptist churches the final authority is the congregation in business.

MEMBERSHIP: The size of this committee shall vary from 8 to 10 members. To determine what is best for the church we must have a cross-section representation from the total membership. There are several types of persons who should be selected to serve on this committee. The pastor is an automatic member by virtue of his position of leadership as is true in all committees. The choir director and the assistant director, someone who plays the instruments, one or two members from the choir, a member from the Board of Deacons, someone from the congregation who is trained in music, someone from the congregation who knows nothing about music, and someone who is a leader in our Sunday School.

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1. To evaluate periodically our music program and recommend changes wherever it is seemed necessary.

MUSIC COMMITTEE

2. To prepare an annual budget and present it to the finance committee.
3. The Music Committee shall make recommendations as to how many choirs we shall have, who shall direct them, who shall accompany them, and when they shall perform.
4. This committee shall recommend policies concerning the use of church instruments for practice sessions - both organ and piano.
5. This committee shall recommend persons who will play the organ and piano for Worship Services.
6. This committee plans all the activities of music in our church such as Revivals, Christmas, Easter, Special Cantatas, Special Music programs.
7. The committee shall meet whenever the need arises.

This committee and its chairman shall be appointed by the Nominating Committee of the Flat Rock Baptist Church.

Terms of service shall be specified in length of 1, 2, and 3 years.

NOMINATING COMMITTEE

Selecting leaders is the task of the congregation. "But obviously, the entire body cannot or will not make the necessary detailed investigations to determine the persons best equipped to hold office." A smaller group, the church nominating committee, is designated to seek out qualified persons and recommend them for election.

The principal function of the church nominating committee is to coordinate the staffing of all church leadership positions filled by volunteers.

Our constitution states that the nominating committee shall have five members plus the Sunday School Supt., Training Union Director, W.M.U. President, and Brotherhood President. This makes a total of nine members.

SELECTION

The selection of the church nominating committee presents a unique problem since the expressed purpose of the committee is to nominate all other volunteer church leaders and committees. There is no consensus concerning the most appropriate method.

Some churches select the nominating committee from the floor in a church business meeting. This method is democratic, but it is not a careful method of selection.

In other churches the pastor or moderator appoints the nominating committee. But many pastors question this practice since it may be misunderstood as an autocratic move.

Why not let the nominating committee recommend its replacements to the church? Selection would then be in the hands of a representative group who is well acquainted with the needed qualifications. And the fact that the committee has been entrusted with the responsibility for recommending the entire volunteer staff would squelch any accusation of autocracy.

ORGANIZATION

The committee should organize to get its work done. Three officers and two subcommittees or work groups are desirable. The officers are chairman, vice-chairman, and secretary.

DUTIES

1. Select, interview, and enlist the church program organization leaders, church committee chairmen, and general church officers. This is the first task of the committee each year. Because the leaders are directly responsible to the church, the committee must not only approve their nomination but must also select, interview, and enlist them. Much could be said about the necessity for prayerful selection of these leaders.

2. Approve volunteer leaders before they are invited to serve in church elected positions. When the program organization leaders and committee chairmen are elected, they work with the nominating committee to staff their respective organizations. No person is contacted, however, until he has been approved by the committee.

3. Distribute church leadership according to priority needs. The Lord has entrusted each church with a certain amount of leadership. This valuable resource must be used wisely. It is the responsibility of the nominating committee to distribute the church's leadership according to the priority needs of the church.

4. Present volunteer leaders to the church for election. When volunteer leaders have been approved by the nominating committee and enlisted by the appropriate church leader, they should be presented to the church for election. All the leaders for the new year should be elected in early September. In addition to the major task of presenting the volunteer church leaders for the new year, the nominating committee should also present new workers and replacements throughout the year.

5. Nominate special committees as assigned by the church. Special committees are often needed to perform some temporary job for the church. Some of these committees may be appointed by the pastor. At other times the church may ask the nominating committee to recommend the members for certain special committees.

Specific duties of a nursery committee are:

1. Educate families with recommended nursery procedures. Each member should read Improving Nursery Departments, study regularly Nursery Digest and other nursery publications, attend nursery conferences, and seek any available nursery information. The committee members can be helpful to one another as they meet regularly to discuss the work. Nursery committees should meet quarterly.
2. Formulate and recommend policies for church adoption. The church must have definite policies to be followed by all organizations which handle children in the church. A committee will need to spend much time in prayer, study, and conferences as it formulates a set of nursery policies and attempts to lead the church to adopt them.
3. Inform church members of nursery policies. If the adopted policies are to be followed by the church's constituency, the nursery committee must effectively publicize these policies. Some or all of the following may be used: parent handbooks, inserts in the church bulletin, weekly church papers, postcards, notices in homes.
4. Recommend the purchase of nursery equipment and supplies. The committee should receive all purchase requests submitted by the workers through their supervisors. Even if a worker is willing to pay for

NURSERY COMMITTEE

The principal function of the nursery committee is to coordinate the church's Nursery activities and to help Nursery parents and teachers work together.

Our Nursery Superintendent and others are selected by the nominating committee

Some of the specific duties of a nursery committee are:

1. Become familiar with recommended Nursery procedures. Each member should read Improving Nursery Departments, study regularly Church Nursery Guide and other Nursery publications, attend Nursery conferences, and seek any available Nursery information. The Committee members can be helpful to one another as they meet regularly to discuss the work. Every committee should meet quarterly.
2. Formulate and recommend policies for church adoption. The church must have definite policies to be followed by all organizations when Nursery children are at church. A committee will need to spend much time in prayer, study, and conferences as it formulates a set of Nursery policies and attempts to lead the church to adopt them.
3. Inform church members of Nursery policies. If the adopted policies are to be followed by the church's constituency, the nursery committee must continually publicize these policies. Some or all of the following means may be used: parent handbooks, inserts in the church bulletins, weekly church papers, posters, visits in homes.
4. Recommend the purchase of Nursery equipment and supplies. The committee should examine all purchase requests submitted by the workers through their coordinators. Even if a worker is willing to pay for

the equipment, the committee should be consulted and approval given before any equipment is placed in a room.

5. Make recommendations about cleanliness and care of the rooms and equipment. Nursery rooms should be kept "hospital clean." Beds and toys need to be sterilized frequently.
6. Help the department workers enlist other church members to assist the regular workers during the extended sessions. This is one of the most important duties of the committee.

DUTIES OF PLANNING
AND SURVEY COMMITTEE

1. Have several general meetings. It will be necessary to have several general meetings to go over the entire past, present, and future program of the church.
2. Organize into subcommittees. The exact number and duties of the subcommittees will depend on the task facing the church.
3. Ask subcommittees to meet separately for special work. The general chairman, pastor, and other church leaders will, no doubt, meet with each of the subcommittees for special study and detailed work on the various phases of the entire program.
4. Gather information from every reliable source. The best source of information will be from the church records. The value of past records, which will enable the future predications, will be invaluable.
5. Secure Counsel. The committee will wish to secure counsel from many sources. The Church Architecture Department, Baptist Sunday School Board, Nashville, Tennessee, will be of its greatest help during the work of this committee. The department can be thought of as consultants throughout the entire building program; other sources of help and counsel will be the state church building consultants.
6. Reports of subcommittees. It may be necessary for the whole committee to meet several times in considering reports and recommendations of the subcommittees. However, a general report should be prepared for the church.
7. Prepare report for the church. This report may be divided into several sections, and parts of it may be given at various times. For instance, this committee should report first the program the church would undertake; second, the number to be provided for in the auditorium; third, the portion of the building or buildings which should be undertaken as the

step; fourth, the total square footage of floor space that would seem to be needed; fifth, the financial program which the church may adopt; sixth, a church building committee should be recommended; seventh, include a recommendation that the building committee employ an architect.

ROYAL AMBASSADOR COMMITTEE

To this committee we assign the responsibility of keeping the total Royal Ambassador program of our church functioning properly.

Size of Committee

The number needed on this committee shall vary according to the work to be done. Presently we have 12 men serving.

Membership Requirements

Men who work in our R.A. program should love boys and enjoy working with them. They must first be Christian themselves. They should love a special concern for world wide missions for Christ. They should possess habits above reproach. These men should be willing to bear responsibility and take R.A. training.

Committee Responsibilities

This committee will hold regular monthly meetings for the purpose of planning program activities. We must pick capable and interested men to work with the boys. We must train those men in the basic essentials of R.A. work. The committee will plan a year in advance, a balanced program of activities for the boys. We will seek to provide satisfactory meeting places for the chapters.

It takes financial resources to promote each chapter. This committee will plan the annual budget for our total R.A. program and present it to the finance committee for approval.

Each chapter will need equipment and supplies. We want to assist the chapters in purchasing, using, and storing its own equipment.

This committee will keep the church and the parents of the boys well informed about R.A. activities in our church.

SOCIAL COMMITTEE

Every church has many social functions such as banquets, parties, fellowships, picnics, homecomings, etc. A committee is needed to plan and guide these functions.

Size of Committee

Five to eight members should be adequate to handle these situations.

Membership

These people should understand the value of church social fellowship and activities. They must possess a good knowledge of the church and community and be able to plan ahead with wisdom.

Duties

To this committee we will look for guidance in planning the many social activities in our church. The committee should meet and schedule the big events of the year such as homecoming, Easter Sunrise fellowship, Christmas programs and any church wide fellowship. The various organizations and departments of the church will plan private social at any time they shall feel necessary. We look to the social committee to help us with those big events which involve the entire church family.

Individuals should not launch out on their own initiative and plan some social activity for the entire church. Go first to the social committee and if they accept it then greater success is likely to follow.

WELCOME COMMITTEE

When strangers visit our church we want them to have a personal welcome from some members of the congregation. We have appointed this committee to try to make certain that no visitor goes unnoticed among us.

Size of Committee

We need 10 or 12 members here so that when some are absent others will be available.

Membership

It is good to have some couples on this committee to greet families who worship with us. Some single adults, both male and female should serve here. Someone from the youth of our church is needed also. These individuals should possess personalities that are pleasant, friendly and easy to get acquainted with.

Duties

Some members of this committee should station themselves at the entrances of the building and greet every stranger who enters. Get their full names and addresses and pass this information on to the pastor. The chairman should assign this responsibility to members of the committee.

When the worship service is completed seek out the visitors and go where they sit. Learn something about them, make them feel wanted. Invite them to return soon.

Let it be said that ours is a church where personal friendship abounds and strangers are made to feel welcome among us.

YOUTH COMMITTEE

Principle Function

To this committee the pastor and church may look for assistance in providing wholesome recreation and Christian fellowship for our youth.

Membership

It is well to have a young married couple from our membership who are interested in young people. They should enjoy being with the youth and count it a privilege to work with them.


We want three of our own young people to serve on this committee. That makes a total of six including the pastor.

Duties

Our church is now having monthly youth fellowships. It is the duty of the committee to help decide:

- 1- Where to have the fellowship
- 2- What the theme will be
- 3- What activities to include
- 4- What to have for refreshments.

General plans should be made for the entire year. Keep in mind the needs of the age group and the other activities on the church calendar. Consider such events as Youth Week, Fellowships, Retreats, Parties, Outings, Study Weeks, etc. For big events specific plans should be made 3 months in advance. Detail outlines should be made one month in advance to avoid last minute confusion.

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