

# **Committees and Ministry Team Responsibilities**

## **Revised in 2025**

### **Administrative Leadership Committees**

There are three administrative leadership committees that provide oversight and leadership. Each of these committees will have six members. The members and chairperson will be selected by the nominating committee. Members of these committees serve three-year terms and must cannot be immediately renewed. Members of these committees should be spiritually mature members of HDBC who are demonstrating a commitment to the vision, mission and purpose of the church, as well as being actively involved in the total life of the church.

#### **Nominating Committee (3 Year Rotation)**

1. Select, contact, and nominate members for all church committees and ministry teams.
2. Select, contact, and nominate a chairman for all church committees and ministry teams..
3. Add new committees or ministry teams, as needed, in consultation with the senior pastor.
4. Maintain and update the committee responsibilities for all committees and teams.
5. Offer an annual written report listing all nominations to committees and ministry teams.

#### **Finance Committee (3 Year Rotation)**

1. Prepare an annual budget (Ministry Action Plan) for recommendation to the church.
2. Review, on a monthly basis, the progress of the MAP and recommend changes as needed.
3. Provide a written, monthly financial report to the church.
4. Assist the pastor in planning and administering stewardship emphases.
5. Monitor expenditures in order to assure the proper administration of the MAP
6. Consider all requests for expenditures not approved in the MAP

#### **Personnel Committee (3 Year Rotation)**

1. Develop and recommend to HDBC policies and procedures pertaining to employees.
2. Make recommendations to the church concerning the hiring of additional personnel.
3. Upon church approval, assist the pastor in securing non-ministerial support personnel.
4. Assist the pastor in handling personnel situations as they arise.
5. Make recommendations to the finance committee concerning salaries and benefits of paid staff.

## **Sexual Abuse Awareness and Policy Enforcement Team**

Recognizing the importance of providing and maintaining a safe environment for children and vulnerable populations, Highland Drive Baptist Church will appoint and maintain a Sexual Abuse Awareness and Policy Enforcement Team, which will meet at least once each quarter.

The purpose of the Sexual Abuse Awareness and Policy Enforcement Team is to enable Highland Drive Baptist Church Ministers of Minors to carry out appropriate ministry activities while safeguarding program participants against emotional, physical or sexual abuse. The Sexual Abuse Awareness and Policy Enforcement Team will be comprised of the following members:

1. Pastor
2. One (1) active deacon
3. One (1) male church member
4. Four (4) female church members

The Active Deacon body shall appoint its member to the Sexual Abuse Awareness and Policy Enforcement Team on an annual basis. The five (5) church members on the Sexual Abuse Awareness and Policy Enforcement Team will be appointed by the Nominating Committee, and shall serve two (2) year, staggered terms. Church members may be reappointed to successive terms. The Nominating Committee shall emphasize diversity in age, race, etc. making appointments to the Sexual Abuse Awareness and Policy Enforcement Team, taking into consideration the Pastor and Deacon appointments.

The Sexual Abuse Awareness and Policy Enforcement Team will be charged with the following duties:

1. Applying existing Highland Drive Baptist Church policies and procedures related to safety and risk management issues related to children and youth.
2. Monitoring all Ministries to Minors programs for ongoing compliance with safety policies.
3. Making recommendations to the Highland Drive Baptist Church regarding safety issues and policy review.

## **Ministry Teams**

Ministry teams are designed to provide leadership and personal involvement in specific areas of ministry. Ministry teams plan, evaluate, enlist and oversee specific ministries and service areas. Members of ministry teams serve one-year terms which are renewable each year. There is not minimum or maximum number of members for ministry teams.

### **Evangelism/Missions Team**

1. Establish a plan for evangelism in Jonesboro, Northeast Arkansas, the people of America, and the people in other countries. Combined all three
2. Plan and coordinate projects and activities designed to evangelize Northeast Arkansas, people of America, and the people in other countries. Combined all three
3. Recommend an annual budget to the finance committee.
4. Evaluate the effectiveness of evangelism projects and activities in conducted in Northeast Arkansas, the people of America, and the people in other countries. Combined all three
5. Plan and coordinate projects and activities designed to evangelize to International Students.

### **Children's Ministry Team**

1. Assist the Children's Minister in planning and conducting a comprehensive ministry for children who are in the sixth grade or younger.
2. Assist the Children's Minister in planning and conducting age graded activities and fellowships for school aged children and activities for preschool children.
3. Assist the Children's Minister in recommending an annual budget to the Finance Committee.
4. The Children's Minister will serve as chair.

### **Student Ministry Team**

1. Assist the Student Minister in planning, evaluating and conducting the student ministry.
2. Assist the Student Minister in performing activities, ministries, etc.
3. The Student Minister will serve as chair.

### **Women's Ministry Team**

1. Plan a ministry for women, which encourages discipleship, evangelism and fellowship.
2. Plan and conduct activities and ministries for women of all ages.
3. Recommend and annual budget to the finance committee.

### **Men's Ministry Team**

1. Plan a ministry for men, which encourages discipleship, evangelism and fellowship.
2. Plan and conduct activities and ministries for men of all ages.
3. Recommend an annual budget to the finance committee.

### **Nursery Ministry Team**

1. Assist the nursery director in planning and overseeing the HDBC nursery ministry.
2. Provide policies and procedures, with a focus on security and safety.
3. The nursery team will be chaired by the nursery director.
4. Recommend an annual budget to the finance committee.

### **Security Team**

1. Develop an overall plan of security for the church.
2. Provide security personnel during worship celebrations and church-wide events.
3. Develop and maintain a plan for securing the facilities. (lighting, locks, etc.)
4. Recommend an annual budget to the finance committee.

### **Building and Grounds Team**

1. Inspect all buildings, furnishings, and grounds periodically in order to see that they are maintained and functioning properly.
2. Make repairs and perform maintenance as deemed necessary within approved budget guidelines. Recommend to the finance committee any repairs or maintenance items which cannot be completed within the approved budget guidelines.
3. Recommend to the church the purchase of additional furnishings deemed necessary.
4. Oversee the maintenance of church grounds and custodial services.
5. Be responsible for periodic inventory of the facilities and furnishings.
7. Recommend to the finance committee an annual budget for building and grounds maintenance.
8. Recommend and oversee building and grounds upgrades and renovations.

### **Landscaping Team**

1. Develop and implement a comprehensive plan for landscaping around all facilities..
2. Oversee the maintenance on landscaping around all facilities.
3. Recommend an annual budget to the finance committee.

### **Transportation Team**

1. Recommend policies concerning the use of the church vehicles.
2. Evaluate and make recommendations concerning transportation needs.
3. Oversee the maintenance on the church vehicles.
4. Recommend an annual budget request to the finance committee.

### **Insurance Team**

1. Review the insurance needs for the church and its properties.
2. Secure insurance coverage for the church and its properties.
3. Recommend an annual insurance budget to the finance committee.
4. Recommend options for paid staff health insurance to be presented to Personnel Committee.

### **Library Ministry Team**

1. Oversee and provide leadership for the HDBC library.
2. Purchase, organize and maintain all library resources..
3. Recommend an annual budget to the finance committee.

### **Flowers and Decorations Team**

1. Be responsible for securing, displaying, and disposing of flowers for the worship center. Develop and oversee a process through which individuals may provide flowers for the worship center.
2. Recommend policies concerning the donation of flowers for funerals of HDBC members. Recommend policies concerning the use of flowers for weddings and other special events.
3. If needed, recommend an annual budget to the finance committee at the appropriate time.

### **Kitchen Team**

1. Be responsible for the overall maintenance of the kitchens.
2. Inventory kitchen supplies (cups, plates, utensils, etc.) and inform the secretary when orders need to be placed.
3. Stock kitchen supplies when they arrive.
4. Periodically clean out the refrigerator, pantry, and cabinets in the kitchen.

### **Food and Fellowship Team**

1. Coordinate all church-wide fellowships, meals, and banquets.
2. Recommend an annual budget to the finance committee.

### **Counting Team**

1. Recommend policies and procedures for securing and counting all moneys received by the church, as well as for maintaining security, confidentiality, and integrity.
2. Secure and count money received during all church offerings.
3. Provide the church secretary with a written record of money received and counted.

### **Bereavement Team**

1. Arrange for meals when there is a death in family of a member.
2. Recommend an annual budget to the finance committee.

### **Publicity & Social Media Team** (to be added completed and added)

1. Develop and implement a comprehensive plan to positively promote the church.
2. Create and maintain a website designed primarily for those looking for a church family.
3. Train and assist the staff in keeping the website up-to-date, attractive and functional.
4. Assist the staff in maintaining and posting to relevant social media platforms.
5. Assist the staff in utilizing in-house publicity tools and platforms.
6. Assist the staff in producing high-quality art and graphics for promotion and publicity.