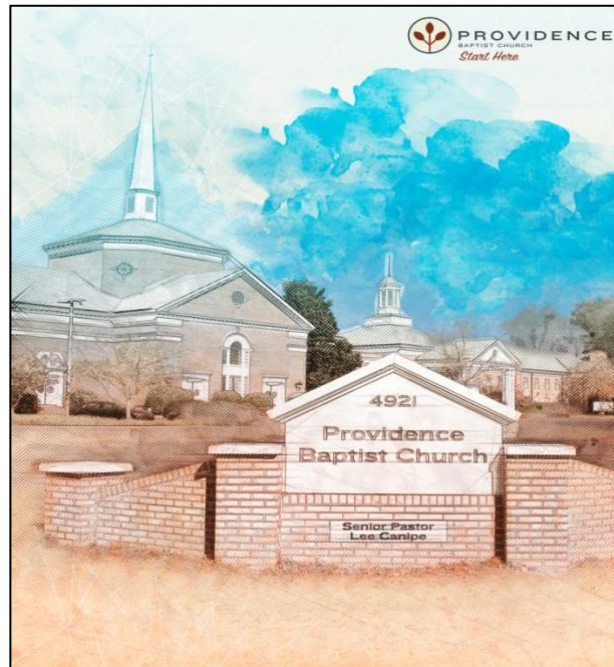


# Committee Manual

**February 21, 2018**

(Revised July 21, 2021)



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## General Provisions Applicable to All Committees

This Committee Manual of Providence Church (this “Manual”) sets forth general provisions applicable to all committees and the charters of each of the committees. Per the Bylaws, the Coordinating Council prepares and maintains this manual.

### Committee Authorization

1. The Church may establish as many committees as are needed to perform designated functions.
2. Standing committees may be created by the Church and shall operate in accordance with the procedures set forth in the Manual.
3. Special committees may be created by the Church from time to time and will have such members, duties and duration, and will operate in accordance with such procedures, as are determined by the Church. All special committees must provide a charter for approval and comply with Article VII.3. of the Church Bylaws.
4. The Coordinating Council shall maintain the Manual. The Manual, including the charters of the committee, may be changed only by action of the Church, in accordance with Article V.C.2.b. of the Church Bylaws. However, that portion of each of the committee charters that appears under the heading “Administrative” may be changed without action of the Church.
5. All committees/organizations/councils will have at least one (1) staff liaison assigned by the Pastor and/or Personnel Committee.

### Standing Committees

The Standing Committees of the Church are classified as Fiduciary and Programming:

<b><u>Fiduciary</u></b>	<b><u>Programming</u></b>
Endowment	Activities
Finance	Children
Grounds	Missions
Nominating	Music
Personnel	Senior Adults
Property	Student
Stewardship	Weekday Education

## Committee Purposes

The general purposes of all committees are:

1. To represent the membership of the Church within the specified area of interest.
2. To establish procedures for the effective operation of the Church program within the specified area of interest.
3. To recommend policy to the Church, Coordinating Council, Deaconate, or staff as appropriate.
4. To monitor performance within the specified area to assure program goals are being met.
5. To coordinate with other organizations of the Church, teams and other committees where there is or may be overlap.
6. To administer and execute where appropriate in the specified area of interest, assuring utmost cooperation and coordination among members, staff and other committees.
7. To recommend goals to the Church for inclusion in the overall Church program.

## Committee Meetings

1. Each committee is to meet as often as necessary (but at least quarterly) to fulfill its responsibilities.
2. Unless a higher percentage of members is specified in the charter of the committee, a majority of the voting members of a committee shall constitute a quorum.
3. Action by a committee requires a majority vote of voting members in attendance at a meeting at which a quorum is present. Action may also be taken by email or via conference call, or video conference and shall be effective upon the receipt of the affirmative vote of a majority of all voting members.
4. A committee member who misses three consecutive meetings without good reason (as determined by the committee chair in collaboration with the staff liaison) will be considered to have resigned from the committee and may be replaced.
5. Each committee is to keep written minutes. A copy of the minutes is to be filed with the Church office through the staff liaison for inclusion in the committee file.

## Committee Structure

### 1. Membership

- a. Members of standing committees follow a rotating procedure. Committees will be composed of three persons, or multiples of three, with one-third rotating off each year and one-third new members selected each year. Persons who serve *ex officio* on committees will not be subject to the rotation rule. The Senior Pastor and Chair of Deacons are *ex officio* members of all committees but are expected to attend committee meetings only as needed.
- b. When vacancies occur on a standing committee in the calendar year, the Nominating Committee will recruit and seek approval for a replacement. If the replacement serves less than 18-months, that person is eligible for a new full-term on the same committee. If the replacement serves 18-months or more, that person is not eligible for a new full-term on that committee.
- c. The spouse or immediate family member of a staff member serving as a staff liaison to a committee is precluded from serving on that committee.
- d. Except for Endowment Committee members who are allowed to serve two (2) consecutive terms of three (3) years, committee members completing a three-year term of service will rotate off and not be eligible for nomination for that particular committee until the lapse of one year. They will be eligible for nomination to any other committee.
- e. Except for committee members who are identified in a committee charter as *ex officio* members, committee members will be nominated by the Nominating Committee and appointed by the Church in a Church conference. Nominations may be made from the floor, provided that the person making the nomination has the consent of the person being nominated. Vacancies that occur during a year will be filled by the same procedure.
- f. In the case of a new standing committee or special committee, the Nominating Committee will assign the length of term for each committee member, staggering their terms so as to comply with the rotation process set forth above.
- g. All committee members shall be members of Providence Baptist Church.
- h. Two persons from the same household shall not serve on a committee simultaneously with voice and vote.
- i. With exception to *ex officio* positions, in order to provide diversity on each committee, the Nominating Committee will recruit/allow members to serve on only one (1) committee at a time.
- j. Church staff, their spouses, or immediate family members are precluded from serving on the Nominating Committee, Personnel Committee, or the Finance Committee except that the Senior Pastor is an *ex officio* member of all committees.

- k. Each Committee member is to receive a document outlining the duties and responsibilities of the Committee prior to the first meeting of the new term.
  - l. The Committee will conduct an orientation for new and existing members prior to the January meeting each year to review the Committee responsibilities. For the December meeting of each year, all new incoming members for the following year will be invited to attend the last meeting of the year. These new incoming members will not have voting rights during this December orientation meeting.
  - m. Each year the Church Moderator shall see to it that an orientation session is conducted for all incoming committee chairs.
2. **Committee Year.** The committee year will begin January 1 and end December 31, except that the committee year for the Nominating Committee will begin on February 1 and end on January 31. Special committees and Ad Hoc Committees (such as a pastor search committee) will begin service at the direction of the Church and serve until completion of the purpose.
  3. **Committee Officers.** Each committee will have a Chair, Chair-Elect, Secretary and as many other officers as it deems necessary to perform its responsibilities. These officers will be identified to the Nominating Committee by the beginning of each Committee Year.
    - a. It shall be the responsibility of the Chair to notify the members of meetings, prepare an agenda, preside at committee meetings and maintain order and decorum during the meeting, and coordinate with the appropriate staff liaison to execute the duties of the committee as set forth in its charter. The Chair serves as liaison on behalf of the committee with other committees of the church or assigns another member from the committee to do so as needed.
    - b. The committee will elect the Chair-Elect at its first meeting of the year or sooner. Nominations for Chair-Elect will be presented and a vote taken. The vote of a majority of the members present will be required for the election of the Chair-Elect. The Chair-Elect will serve as the assistant chair for the year and then serve as the Chair the next year. A person may not serve as Chair for more than two successive years.
    - c. The Secretary will be responsible for maintaining the minutes of the meeting and for other duties as assigned by the Chair or the committee. The Secretary will be elected not later than the first meeting of the year.
  4. **Notice of Meetings.** Notice of meetings shall include the date, time and location or method of the committee meeting. Notice may be by any reasonable means of communication, including mail, telephone and email. At least one week's notice should be given for all meetings of the committee.
  5. **Budget Request.** The committee shall, with the assistance of the appropriate staff liaison, timely prepare a budget request to be submitted to the Finance Committee.
  6. **Reports.** The committee shall, prepare and submit a written report on the actions and activities of the committee for distribution prior to each quarterly Church Conference.

7. **Creation of Sub-Committees.** The committee may establish sub-committees or teams as needed. The Chair will provide a written description of the function of each sub-committee or team and will appoint the members and designate the leader of each sub-committee or team.
8. **Creation of Teams.** The committee may recommend to the Coordinating Council that a team be established. The team will be established in accordance with the guidelines set forth in the Team Manual of Providence Church.
9. **Outreach.** In addition to the other duties of the committee, the committee will consider how any proposed action of the committee may be used to promote, encourage and otherwise promote the outreach mission of the Church.
10. **Identification of Future Committee Members.** Committee members and staff liaison will make recommendations to the Nominating Committee of Church members who should be considered for service on their committee.

## Charter - Activities Committee

Approved by the Church in Conference on \_\_\_\_\_

*Connecting People to God in Christ*

**Number of members:** 9

**Method of Selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:**

1. To ensure that the Church provides ample opportunities for fellowship and recreation that enrich the lives of its members and strengthen relationships between members.
2. To reach out to our Cotswold neighborhood and Charlotte community with programs and events that enrich the lives of others while introducing them to the Church.

**Methods of carrying out these purposes:**

1. Working in cooperation with the Director of Activities Ministry to help organize and support the various recreational, fellowship, and community engagement ministries of the Church.
2. Assisting in the work of communicating and promoting these programs and activities.
3. Providing assistance with special events and programs of the Activities Ministry (e.g., Trunk or Treat, Rock Hunt, and Fall Kickoff).
4. Developing creative strategies to Engage Cotswold both on and off our campus.
5. Helping to recruit volunteers for the Activities Ministry (e.g., soccer/basketball coaches, Activities Center desk volunteers).
6. Being the welcoming face of Providence Baptist Church at community events and programs hosted by the Activities Ministry.
7. Serving as needed in other Activities Ministry-related tasks.

### **Administrative Matters**

**Schedule of regular meetings:** Monthly or as scheduled

**Staff Liaisons:** Director of Activities Ministry

Affiliation and coordination with the following councils, committees, and teams: Coordinating Council, Property Committee, Grounds Committee, and other groups as needed.





## Charter - Children's Ministry Committee

Approved by the Church in Conference on November 9, 2016

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**Number of members:** 9

**Method of Selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee. The members shall represent particular areas of Children's Ministry (i.e., Preschool Sunday School, Children's Sunday School, Missions, Music, Extended Session, Weekday Education, Special Education, parents (married and single), and at least one senior adult).

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. The Committee shall have the responsibility of assisting in the planning and implementation of programming for children, birth through fifth grade, and their families (outreach, in-reach, parenting seminars, etc.).
2. The Committee shall have the responsibility, in coordination with the Extended Session Team and the Weekday Education Committee, for formulating policies and procedures needed for the effective organization and implementation of children's ministry programs.
3. The Committee shall, in coordination with the Extended Session Team and the Weekday Education Committee, advise the Property Committee and Grounds Committee in maintaining an appropriately furnished and clean facility, as well as a properly maintained playground.

**Methods of carrying out the purposes:**

1. The Committee shall make plans and enlist volunteers to carry out the purposes of the Committee.

### **Administrative Matters**

**Schedule of Regular Meetings:** The Committee shall meet at least 9 times a year on a regular schedule as determined by Committee members.

**Staff Liaison:** Minister with Children and their Families

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Extended Session Team, Safe & Sacred Team, Weekday Education Committee, Property Committee, Grounds Committee and Finance Committee

## Charter - Endowment Committee

Approved by the Church in Conference on May 11, 2016

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**Number of members:** 9

Six voting members constitute a quorum.

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee. It is desired that the members possess special qualifications in the fields of law, accounting, insurance, estate planning, advertising and investment. Due to this stipulation, members of this committee are permitted to serve two (2) concurrent terms of three (3) years if requested by the Nominating Committee.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. To provide endowed funds for the Church in accomplishing the mission of “Connecting People to God in Christ.”
2. To receive, manage and administer all endowed funds (collectively, the “Endowment Fund”) in accordance with guidelines adopted by the Church on July 11, 1993, together with the amendments thereto.
3. To encourage giving to the Endowment Fund.
4. To encourage groups and committees making requests to think of how their requests will help the Church accomplish its mission.

**Methods of carrying out the purposes:**

1. The Endowment Committee will verify that the policies and procedures are in place to protect the assets under management through an Investment Policy Statement. The Committee will monitor and adjust this policy as the economy and markets change to ensure that the funds are managed and invested responsibly to maximize the returns over long term periods of time while taking risks prudent to long term investing. The Committee will also ensure that management fees paid to our advisor(s) are reasonable when compared with industry standards.
2. The Committee shall encourage deferred, outright and memorial gifts to the Endowment Fund through an active educational and solicitation program.
3. All gifts that are specifically designated to the Endowment Fund and those unrestricted gifts defined in the July 11, 1993 statement shall be placed in the Endowment Fund.

4. The Committee shall ensure that all disbursements from the Endowment Fund are in accordance with the intent of the donor and follow the policies and procedures of the Committee.
5. The Committee shall give an accounting of the Endowment Fund as of the end of December of each year, setting forth the assets at the end of the year, earnings, receipts, and disbursements during the year. Additional reports may be provided as needed.

### **Administrative Matters**

**Schedule of Regular Meetings:** Once per quarter and as deemed necessary.

**Staff Liaison:** Director of Church Operations

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Finance Committee and other committees/teams as needed.

## Charter - Finance Committee

Approved by the Church in Conference on November 9, 2016

*Connecting People to God in Christ*

**Number of members:** 9

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purpose:**

1. To manage the finances of Providence Baptist Church, enabling it to further the Kingdom of our Lord, Jesus Christ.

**Methods of carrying out the purpose:**

1. The Chair or committee liaison shall serve as a member of the Personnel Committee. The Chair shall appoint a liaison to the Weekday Education Committee and any other committee as needed.
2. The Committee shall be responsible for formulating and securing Church approval of the financial policies, and administering approved financial policies of the Church, excluding responsibility for Endowment Funds.
3. The Committee shall be responsible for the integrity of the financial procedures of the Church. Included in such procedures are the collection and handling of contributions, budgeting, control of expenditures, investment of available Church funds excluding Endowment Funds, and financial reporting and auditing.
4. The Committee shall be responsible for coordinating the budgeting process as follows:
  - a. Analyze thoroughly the budget submitted by staff in conjunction with appropriate committees and organizations.
  - b. Accept the budget as presented or return it to committees and staff for consideration of changes felt necessary by the Committee.
  - c. Present the proposed budget to the Church in conference for adoption.
  - d. Monitor the results of the budget subscription, and after consulting with the Director of Church Operations and Chair of the Stewardship Committee, ascertain that sufficient signed pledges are received to consider the budget underwritten. Should the Committee determine that the budget is not sufficiently pledged, it shall report this condition to the Church. The Committee shall take such action as the Church directs, including revising the budget to conform with the contributions expected for the next year. Any such revisions shall be coordinated with staff and appropriate committees.

5. The Committee shall manage the finances of the Church as directed by the Church and consistent with sound financial policy.
6. The Committee shall report to the Church at least once each quarter on the finances of the Church.
7. The Committee shall have responsibility for investigating and making recommendations for the long-term financing of the Church's capital expenditures and for investigating other possibilities of financing the growth of the Church in both its facilities and outreach.
8. The Committee shall have the responsibility of all insurance except group insurance policies that are offered to staff and other insurance that is in the nature of an employee benefit.

### **Administrative Matters**

**Schedule of Regular Meetings:** Monthly or as scheduled

**Staff Liaisons:** Director of Church Operations and Senior Pastor (Minister for Adult Discipleship will substitute if the Senior Pastor is unavailable)

Affiliation and coordination with the following councils, committees and teams: Coordinating Council, Property Committee, Grounds Committee, Children's Committee, Endowment Committee, Missions Committee, Personnel Committee, Safe & Sacred Team, Stewardship Committee, Weekday Education Committee, Youth Committee, and other committees and teams as needed.

## Charter - Grounds Committee

Approved by the B&G Committee on May 8, 2017  
Approved by the Coordinating Council on July 25, 2017  
Approved by the Church in Conference on September 13, 2017  
Approved by Grounds Committee on January 22, 2018

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**Number of members:** 9

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. To provide a safe and well-maintained environment (excellent curb appeal) for activities/events on church grounds.
2. To be good stewards of our resources, including both the grounds with which we have been blessed and the financial resources needed to maintain the grounds.

**Methods of carrying out the purposes:**

1. The Committee shall assist the appropriate staff in the oversight of planning for grounds keeping contracts, adequate maintenance, repair, alteration, improvement and seasonal tasks of all physical grounds/landscaping of the Church. It shall, when requested by a vocational staff member, assist in considering approval for special uses of the Church grounds.
2. The Committee shall assist the appropriate staff in the oversight of current and future grounds' projects to adhere to all church, local/state/federal policies and regulations, which includes safe egress (due to green areas and landscape) of grounds, parking lots, pathways and sidewalks.
3. The Committee will recruit auxiliary help/volunteers and contractors, as fiscally possible, to maintain the grounds.

### Administrative Matters

**Schedule of Regular Meetings:** Monthly or as scheduled.

**Staff Liaison:** Activities Ministry Director or Director of Church Operations.

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Finance Committee, Children's Ministry Committee, Property Committee, Weekday Education Committee, Grounds Team, Friendship Garden Team, Safe & Sacred Team, and other committees/teams as needed.

## Charter - Missions Committee

Approved by the Church in Conference on May 11, 2016

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**Number of members:** 9 plus WMU Director

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee. In addition, the WMU Director will serve as *ex officio* with voice and vote.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purpose:**

1. The Missions Committee of Providence Baptist Church shall, in cooperation with other organizations and associations, provide leadership in the Church's efforts to carry out its missions program.

**Methods of carrying out the purposes:**

1. The Committee shall educate the congregation about Church-sponsored as well as other activities in our community and encourage the involvement of each person in these activities according to God's call.
2. The Committee shall recommend to the Church proposals for the furtherance of the missionary endeavors of the Church.
3. The Committee, together with the WMU leadership, shall make recommendations to the Finance Committee, as requested, regarding the allocation of funds in the extended mission categories of the Church operating budget.
4. The Committee shall make decisions about the disbursement of other mission funds in the Church budget and work to promote good stewardship of mission dollars.
5. The Committee shall endeavor to effectively communicate to the congregation, utilizing a variety of media, where mission dollars are being allocated and spent and the impact of these dollars.
6. The Committee shall, to the extent appropriate, encourage the mission activities of the Church to be an element of the outreach efforts of the congregation.

**Administrative Matters**

**Schedule of Regular Meetings:** Monthly or as scheduled.

**Staff Liaison:** The Minister of Students & Their Families, and the Minister for Adult Discipleship serve as staff liaisons for the Committee. In addition, any staff member responsible for coordinating a mission project/program serves as a staff liaison to the Committee as time permits.

Affiliation and coordination with the following councils and committees and teams: The Committee shall coordinate its efforts with the Coordinating Council and committees and teams as deemed appropriate to carry out the purpose of the Committee.



## Charter - Music Committee

Approved by the Church in Conference on May 11, 2016

*Connecting People to God in Christ*

**Number of members:** 9 plus President of Sanctuary Choir

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee. The President of Sanctuary Choir will serve *ex officio* as a member, with voice and vote.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. To ensure that the music ministry enhances our worship of God through the musical gifts of our members and community.
2. To see music as a means of outreach through regular worship services, concerts and choir tours.

**Methods of carrying out the purposes:**

1. To assist or advise the Minister of Music with sustaining a successful children's/youth/adult/senior adult music program, ensuring that both spiritual formation and musical training is present.
2. The Chair (or another member selected by the Committee) shall be a member of any Minister of Music search committee.
3. Assist the Minister of Music with recruitment of other paid music staff.

### Administrative Matters

**Schedule of Regular Meetings:** Quarterly, additional meetings as called

**Staff Liaison:** Minister of Music

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Altar Guild Team, and Ordinance Team.

## Charter - Nominating Committee

Approved by the Church in Conference on November 29, 2017

Approved by Nominating Committee on January 19, 2018

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**Number of members:** 9 plus Chair of Deacons

**Method of selection of members:** The Committee shall consist of nine members appointed by the Church upon nomination from the Special Selection Committee. The Deacon Chair will serve *ex officio* as a member, with voice and vote.

The Special Selection Committee shall consist of the Moderator, Moderator-elect, Deacon Chair, Deacon Chair-elect, and the Chair of the Finance Committee. The Special Selection Committee will complete the recruitment of nominees so that nominees are presented for a church vote by the last Church Conference of the calendar year. Vacancies that occur during the year will be filled by nominations from the Special Selection Committee and appointed by the Church in Church Conference.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

### **Purpose:**

1. The Committee will identify and nominate persons who will provide passion and expertise to committees and organizations of the Church, so that the Church can fulfill its mission of "Connecting People to God in Christ."

### **Methods of carrying out the purposes:**

1. The Committee will recruit and nominate members for each of the standing and/or Special committees, Ad Hoc committees, organizations, councils, as approved by the Church, and for Sunday School Director, WMU Director, Church Moderator, Church Moderator-Elect, and Church Clerk in accordance with the Church Bylaws. Members of the Nominating Committee may not be nominated for deacon or committee service.
  - a. In preparing for each new calendar year, these nominations will be made in time for presentation to the Church by the last Church Conference of the calendar year.
  - b. In resolving vacancies during the calendar year, the Committee, in collaboration with the standing committee, organization, or council, can allow those recruited to begin service at any time with the final approval occurring by the Church at any Church Conference.
  - c. The Moderator is precluded from serving on any standing committee.
2. The Committee also will maintain a pool of qualified Parliamentarians.
3. The Committee shall maintain a list of the members of all Church committees and Church teams, including their respective terms of service, if applicable.

4. In order to engage many people in the life of the Church, the Committee will seek to educate members of the Church and others about opportunities for service in organizations and on committees and teams.
5. The Committee will solicit suggestions for committee members from the standing committees and from the Church membership.
6. As specified in Article V.B.3 of the Church's Bylaws, the Committee becomes part of a special nominating committee to facilitate (recruit and recommend) the nomination of a slate of individuals to be called as Deacons.
7. Excluding deacons and *ex officio* positions, the Committee will not recruit or nominate a person to serve on more than one standing committee, organization, or council.
8. Church staff, their spouses, or immediate family members are precluded from serving on the Nominating Committee, Personnel Committee, or the Finance Committee.

NOTE: This does not apply to standing committees, organizations, councils that appoint liaison positions within their respective committees, organizations, councils for the purpose of collaboration with other committees, organizations, councils. These liaisons once known will be noted and reported by the Nominating Committee.

### **Administrative Matters**

**Schedule of Regular Meetings:** Monthly or as scheduled

**Staff Liaison:** Senior Pastor (Director of Church Operations will substitute for Senior Pastor if Senior Pastor is unavailable)

Affiliation and coordination with the following committees/organizations/councils and teams:  
All standing and ad hoc and special committees/organizations/councils and teams.

## Charter - Personnel Committee

Approved by the Church in Conference on November 9, 2016

*Connecting People to God in Christ*

**Number of members:** 9 plus Deacon Chair

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee. In addition, the Chair of Deacons serves *ex officio* as a member of the Committee with voice and vote. Also, there shall be a Finance Committee Liaison.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. The Committee seeks to ensure that personnel policies are developed and administered in a manner that creates a Christ-like working environment.
2. The Committee seeks to ensure that position descriptions are developed in a manner to allow all staff members to best utilize their gifts, so that their service is as effective as possible, and best allows the Church to fulfill its mission of “Connecting People to God in Christ.”
3. The Committee seeks to ensure that all personnel policies of the Church are administered in accordance with applicable law.

**Methods of carrying out the purposes:**

1. Conducts meetings and business in a confidential manner.
2. Supports Church staff with regards to personnel policy.
3. Reviews and approves all staff salary and benefits in coordination with the Finance Committee.
4. Reviews the employee handbook- annually. Updates as necessary.
5. Reviews and approves all position descriptions for exempt staff.
6. Approves or disapproves requests from Senior Pastor to add or remove exempt staff.
7. Provides one voting member to each Search Committee seeking to hire exempt staff.
8. Reviews and approves all profiles developed by Search Committees for exempt personnel.
9. Reviews and acts upon requests as appropriate in such areas as organization, re-alignment, addition of new staff, benefit changes, and resolving personnel conflicts, concerns, and problems.
10. Invites all exempt staff members once annually to share their goals and accomplishments as they relate to the mission statement of the Church.

## **Administrative Matters**

**Schedule of Regular Meetings:** Monthly or as scheduled.

**Staff Liaison:** The Senior Pastor (Minister for Adult Discipleship will substitute for Senior Pastor if Senior Pastor is unavailable) and the Director of Church Operations

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Finance Committee, Diaconate, Weekday Education Committee, Safe & Sacred Team, and all exempt personnel search committees, and other committees/teams as needed.

## Charter - Property Committee

Approved by the B&G Committee on May 8, 2017  
Approved by the Coordinating Council on July 25, 2017  
Approved by the Church in Conference on September 13, 2017  
Approved by the Property Committee on January 8, 2018

*Connecting People to God in Christ*

**Number of members:** 9

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. To provide a safe, sacred, welcoming and well-maintained environment for worship and for other activities of the Church.
2. To be good stewards of our resources, including both the facilities with which we have been blessed and the financial resources needed to maintain the facilities.

**Methods of carrying out the purposes:**

1. The Committee shall assist the appropriate staff in the oversight of planning for adequate maintenance, repair, alteration, improvement and housekeeping of all physical properties of the Church, both real and personal. It shall, when requested by a vocational staff member, assist in considering approval for special uses of the Church property and see that adequate security is provided for all buildings and Church property.
2. The Committee shall assist the appropriate staff in the oversight of all Church owned vehicles, including cooperation with all Church organizations in their use as well as proper maintenance and compliance with all regulatory requirements.
3. The Committee shall assist the appropriate staff in the oversight of the Church Columbarium.

### Administrative Matters

**Schedule of Regular Meetings:** Monthly or as scheduled

**Staff Liaison:** Director of Church Operations

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Finance Committee, Grounds Committee, Children's Ministry Committee, Weekday Education Committee, Safe & Sacred Team, and other committees/teams as needed.

## Charter - Senior Adults Committee

Approved by the Church in Conference on November 9, 2016

*Connecting People to God in Christ*

**Number of members:** 9

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. Encourages all adults to fellowship with one another in order to build lasting ties and Christian relationship through luncheons, day trips and other Senior Adult Committee activities.
2. Outreach not only to our Providence members but to both members/nonmembers in our Providence Will "Engage Cotswold" community.
3. Update the Senior Adult Committee pamphlet when deemed necessary.

**Methods of carrying out the purposes:**

1. Schedule and plan all PrimeTimers' luncheon meetings.
2. Schedule and plan all Senior Adult day and overnight trips.
3. Encourage our senior adults to consider Church activities as opportunities for outreach.

### **Administrative Matters**

**Schedule of Regular Meetings:** First Wednesday of each month, September through May, at 10AM.

**Staff Liaison:** Minister of Adult Discipleship or Activities Ministry Director if Minister of Adult Discipleship is unavailable.

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, and Sunday School

## Charter - Stewardship Committee

Approved by the Church in Conference on November 9, 2016

*Connecting People to God in Christ*

**Number of members:** 9

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

Purposes: (in order of importance)

1. Challenge and encourage the Church community to contribute resources (including time, money, talent) in furthering the mission of the Church throughout the year in addition to the annual stewardship campaign.
2. Educate Church community about stewardship opportunities and responsibilities.
3. Assist Church community in utilizing their gifts/talents.

Methods of carrying out the purposes:

1. Gather information regarding needs of the Church and inform the Church community of those needs.
2. Establish goals in order to define and measure the success of the annual campaign and other Committee purposes.
3. Offer programs designed to assist the Church community in recognizing talents.
4. Work with those organizations of the Church that are responsible for integrating new members into the life of the Church in order to help new members become involved in the giving of their time and resources.
5. Create new methods for Church contributions to adapt to new technologies and lifestyles in addition to the traditional methods of giving.
6. Develop a campaign to align with these purposes and, to the extent appropriate, areas of focus identified by the Diaconate and the Coordinating Council.
7. Report to Church regularly regarding the results of the annual campaign as well as other Committee initiatives.



## **Administrative Matters**

**Schedule of Regular Meetings:** Monthly or as scheduled

**Staff Liaison:** Senior Pastor and Director of Church Operations

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Diaconate, Finance Committee, Nominating Committee, Sunday School, and other committees/teams as needed.

## Charter - Student Committee

Approved by the Church in Conference on November 9, 2016

*Connecting People to God in Christ*

**Number of members:** 9

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee. All members must be active participants in at least one area of weekly student ministry programming or have been involved in at least two major events in the year prior to nomination.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. In cooperation with the Minister of Students and Their Families, the Student Committee shall have the responsibility of assisting in the dreaming, planning, coordinating, and implementing the task of Spiritual Formation of students grades 6-12, including weekly programs, fundraisers, mission activities, retreats and all special events.
2. To reach out in ministry to students not currently attending the Church.

**Methods of carrying out the purposes:**

1. Committee members will support all student activities through their active participation, and acceptance of advisory and/or leadership opportunities.
2. Provide opportunities for outreach to students not currently attending the Church and encourage our students to reach out to others.

### **Administrative Matters**

**Schedule of Regular Meetings:** Monthly or as scheduled

**Staff Liaison:** Minister of Students and Their Families

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Finance Committee, and other committees/teams as needed.

## Charter - Weekday Education Committee

Approved by the Coordinating Council on November 9, 2016

*Connecting People to God in Christ*

**Number of members:** 9

**Method of selection:** The Committee shall consist of members as appointed by the Church upon nomination by the Nominating Committee. In addition, there will be a liaison from the Finance Committee.

The Committee will comply with the policies and procedures set forth in the introduction to the Committee Manual.

**Purposes:** (in order of importance)

1. Nurture, teach, and guide young children so that they grow mentally, physically, socially, emotionally, and spiritually.
2. Support the weekday ministry to reach out and touch the lives of young families for the Kingdom of God.
3. Ensure that the children are cared for in a safe and secure facility, and in full compliance with all legal and licensing requirements.

**Methods of carrying out the purposes:**

1. The Committee will conduct meetings and business in a confidential manner.
2. The Committee will determine policies and procedures for operating and administering the weekday ministry of the Church. The Committee will review reports and records to ensure operation of the program in accordance with those policies and procedures.
3. The Committee will coordinate the work of the program with other Church activities involving young children.
4. The Committee, in association with the Property Committee and Grounds Committee, shall be responsible for seeing that the Children's Building and the fenced playgrounds are properly maintained for a weekday program.
5. The Committee will work with the Personnel Committee of the Church to annually review employee handbooks and review and approve all staff salary and benefits.
6. The Committee will work with others in the Church to reach out in ministry to our weekday families.

## **Administrative Matters**

**Schedule of Regular Meetings:** Monthly or as needed.

**Staff Liaison:** Director of the Weekday Education Ministry

Affiliation and coordination with the following councils and committees and teams: Coordinating Council, Property Committee, Grounds Committee, Finance Committee and Personnel Committee