

# CHURCH COMMITTEE MANUAL

A church has many widely varied responsibilities. In most churches it would be extremely difficult and far too time consuming for the entire body to handle all of the details of planning and administering the various church activities. It therefore becomes essential that responsibilities be delegated to committees composed of competent members who will give the detailed study required, perform the assigned tasks, and report to the church on the progress of the work assigned to them. A committee should seek further instructions from the church whenever new policies or procedures are needed.

General church committees bear the same relationship to the entire church as so major organizations. Just as the Sunday School, Discipleship Training, Baptist Women and Baptist Men organizations are set up to accomplish certain results, so committees are established to conduct both continuing and short range projects.

In the performance of their specialized tasks, various church organizations may need to establish numerous committees. Such committees are responsible to the organization establishing them, which in turn is responsible to the church. What is a church committee? A committee is a small group of individuals appointed or elected to perform certain tasks that cannot be done as efficiently by the entire church membership or by one of the educational organizations. The committee is established by the church and is responsible to the church for a report on its work. The church, therefore, determines the committee's membership, its powers, its duties, and gives instruction to the committee concerning its tasks.

## **I. REASONS FOR CHURCH COMMITTEES:**

Why does a church need committees? How can committees function effectively so as to help the church accomplish its basic goal and objectives?

1. Committees provide opportunities for detailed study of specific problems that confront the church membership. Committees, composed of a small group of individuals who use or develop special skills, interests, and insights, enable a church to reach the proper solution to the problem involved.
2. Committees save the time of the church in business sessions. Careful research and prayerful consideration by a competent committee enables a church to resolve their problems happily and in a minimum of time.
3. Committees provide opportunities to reconcile divergent viewpoints and to bring back to the church a satisfactory solution.
4. Committees give opportunities for Christian growth and the development of a sense of personal responsibility. Such opportunities for meeting, sharing, and finding oneself in relationship with others may be as valuable a result of committee work as the jobs performed by the committee. Through such activities in purposeful committee experience the individual develops personal maturity, participant skills, and the attainment of Christian poise. Effective service on a church committee helps the individual to develop a growing sense of cooperating and a spirit of Christian love.

5. The stimulation of creative thought and sharing of ideas which occur in the free and uninhibited discussion of a small committee makes possible the discovery of much more effective solutions. The output of an effective committee will usually be much greater than the sum of the ideas of individual committee members who have not had the opportunity to discuss with others the problems at hand. Christians joining together with fellow believers in the spirit of Christ have the promise of His presence and power. A church committee, made up of sincere Christians has, therefore, both the strength of the combined insights of the individual committee members and the promise of the presence, power and instruction of the Holy Spirit. The Holy Spirit seeks to guide Christians in discovering truths that may not have been previously apparent.

## **II. COMMITTEE MEMBERS:**

Rotation of committee membership is usually wise. Many churches have found that a system of rotation provides aggressive leadership that is in touch with the entire membership and church program and needs. By using a proportionate number of new members on each committee from year to year, the committee may remain representative of the total church. If the rotation plan is followed, one year should elapse after a three year period of service before renaming an individual to the same committee.

## **III. HOW TO SERVE AS A COMMITTEE CHAIRMAN:**

To serve as chairman of any committee in the church is a privilege which church members should take very seriously.

It is the duty of the chairman to serve as the presiding officer of the committee. He may be appointed to this position by the presiding officer establishing the committee; he may be elected to this position at the time of the committee's establishment; or be elected by the membership of the committee after it has been named.

### **1. DUTIES OF THE CHAIRMAN:**

There are specific duties that each committee chairman must perform if the committee is to function effectively.

- 1) Prepare an agenda for consideration at the committee meetings.
- 2) Make necessary plans for the committee meeting and see that all members are properly notified. The time and place of the meeting should be agreeable to the majority of the committee members.
- 3) Gather necessary resource materials needed for effective work. This task may involve the assignment of specific research responsibilities to other committee members.
- 4) Call the meeting to order at the scheduled time.
- 5) Help the committee to get properly organized for work.

- 6) Develop a clear understanding of what is expected of the committee and the exact dates when reports are to be given.
- 7) Introduce the problem and/or problems assigned to the committee and lead the committee to determine what part of the problem will be dealt with in the present meeting.
- 8) See that a secretary keeps full notes of the committee discussions so that accurate records of the committee's recommendations are recorded. Turn in records of committee meetings to the church clerk so that a complete central file of committee work may be maintained.
- 9) Help the group analyze what needs to be done and lead in a democratic discussion of the problems, securing participation on the part of all committee members.
- 10) Lead the committee, after full consideration, to adopt specific recommendations to report to the church.

## 2. **THERE ARE THREE KINDS OF CHAIRMEN:**

The kind of chairman which a committee has will vitally affect all of its work. There are three basic types of leaders. Committee chairman usually fall into one of these three types.

- 1) **The Autocratic Leader** – The autocratic leader is one who makes of the decisions himself. He seldom confers with the other members of the committee, and in general, seeks to keep authority and responsibility highly centralized in himself. Unfortunately, some church committees are manipulated and dominated by such aggressive individuals who seek to force others into compliance with their own course of action. Autocratic leadership makes effective committee work very difficult and greatly discourages the growth of new leadership in the church. Committees under autocratic chairmen who maintain rigid control usually accomplish less and encounter more frustration and friction than those committees operating democratically.
- 2) **The Non-Interference Leader** – Another type of chairman is the non-interference leader or let-it-alone-leader. With such an individual as a committee chairman the committee muddles along with little or no planning with little obvious effort to reach predetermined goals and objections. The non-interference leader provides poor committee leadership.
- 3) **The Democratic Leader** – The Democratic Leader encourages participation on the part of all members of the committee. He sees his role as the encouragement of all members to participate in the making of the decisions.

Obviously the ideal among these three types of committee chairman is the democratic leader who demonstrates a capacity to work cooperatively with others. The democratic committee chairman will give opportunity for the committee members to get themselves organized for work and to share in the making of decisions. Committee members led by such an individual find it satisfying to work under such leadership. Members have the feeling of accomplishment because the committee, operating democratically, achieves the best results, and each committee member is provided an opportunity for personal growth.

#### **IV. REPORTS OF COMMITTEES:**

Every committee should have a specific time to make its progress report. The correct time for this reporting would be at the monthly Church Conference, unless otherwise specified. Every committee should make reports. If there was real purpose in the initial establishment of the committee, then that purpose cannot normally be achieved without having the committee report. For a committee to fail to report is not fair to the church nor to the committee members who have labored diligently to achieve the task assigned. Failure to report encourages poor work habits on the part of the committee members and wastes much time and energy which could have been used more profitably on other projects. The chairman should make the report to the church. He may duplicate the report and distribute it to the entire group so that they may more easily visualize and understand the content. After presenting the report, he should move the adoption of the report. After his motion has been seconded, the group should then be given sufficient time to discuss the findings. Questions concerning the recommendation may be directed to the chairman or to another committee member. As a general rule, all committee reports should be filed with the clerk of the church as a part of the permanent record.

The following check list might be used by the committee at the conclusion of a session to determine the effectiveness of the committee's work.

1. Did the committee accomplish what it set out to do?
2. Were all items on the agenda satisfactorily dealt with, or should some of them have been omitted or postponed?
3. Was most of the time spent on the items of greatest importance?
4. Were factors brought out in the group discussion that were not apparent in the agenda or pre-meeting planning?
5. Did committee members seem to have hidden agendas of topics and factors prominent in the thinking, though unexpressed?
6. Did committee members show an adaptability to new ideas or reveal an inflexible refusal to change their minds?
7. Was the committee able to make decisions cooperatively?
8. Did the final vote reflect a grudging compromise or enthusiastic agreement?
9. Did the committee's discussion reflect respect for individual feelings?
10. Did the committee meeting begin on time and proceed without delay?
11. Did the committee meeting begin with prayer?
12. Did the committee's functioning indicate that it had discovered an effective procedure for solving problems and reaching decisions?
13. Was the committee's report clear and concise?

Such continuous evaluation of procedures and results of committee work will make for improved effectiveness in committee functioning.

If a chairman takes the responsibility of being chairman of a committee, he should see that the committee meets and that it does its prescribed work. He not only lets his church down when he doesn't, but also keeps some other person from being elected who would do the job.

"Let's us go . . . together for God . . ."

**V. THE PASTOR'S RELATIONSHIP TO COMMITTEES:**

The pastor is an ex-officio member of each committee and should be contacted before each meeting is set. All committee chairmen should clear with the pastor and church calendar for the best time of meeting. The pastor may ask the committee chairman to call a meeting when he sees a need for such.

**VI. CONCERNING FINANCIAL NEEDS FOR COMMITTEES:**

All committees requiring expenditures of money should be aware of amounts allocated to their work from the annual budget. Requests for budget amounts should be made (in writing) to the Budget Committee for inclusion in the annual budget. Requests for non-budget items should be made to the budget committee for approval.

**VII. SUMMARY:**

A church has many responsibilities. It is impossible for any one man or group to discharge all the responsibilities. Committees are elected by the church to fulfill these varied responsibilities. Any church committee is important. If any committee fails its responsibilities the work of the church is hindered.

The purpose of this information is to better inform the church and the committee members of the duties of the various committees. People do much better that which they know how to do and when they know they are expected to do a task.

## **CHURCH COMMITTEES AND THEIR DUTIES**

### **I. BAPTISMAL COMMITTEE:**

This committee shall be composed of four (4) persons; two women and two men, one of which shall serve as chairperson.

The duties of this committee shall be:

1. To check to see that the baptistery and water are prepared for each baptismal service and prepare the dressing room(s).
2. To see that all candidates awaiting baptism are notified of the baptismal service and encourage them to be present by the use of telephone and/or personal visits.
3. Arrange with the pastor and candidate(s) for a period of instruction and prayer.
4. Meet the candidates at the appointed time and show them to their dressing rooms. Answer questions that may arise and see that each candidate has proper robe, towel, etc.
5. See that the lighting is properly handled in the pool and in the sanctuary.
6. Assist the candidate(s) into and out of the pool and to their dressing rooms. Seek to give each candidate as much privacy as possible.
7. Remain until all candidates are dressed and ready to leave for the worship service or for home if the service is held at the close of the worship.

### **II. BENEVOLENCE COMMITTEE:**

This committee shall be composed of four (4) persons, consisting of two men and two women, one of which shall serve as chairperson.

**BENEVOLENCE COMMITTEE: (CONTINUED)**

The duties of this committee shall be:

1. To direct, disperse, and recommend to the church, expenditures of all benevolence funds to aid the poor, widows, orphans or any other persons who may become destitute in the membership of this church.
2. To lead in, promote, and in any way sponsor gifts of our church to worthy benevolent causes.
3. To lead in distribution of all baskets of food, supplies, clothing, etc. at special seasons such as Thanksgiving, Christmas and the like.
4. To be alert to the physical and spiritual needs of those other than the membership of our church who need help.
5. To work closely with the pastor and deacons through the Church Family Ministry to those who have special needs.
6. To recommend to the Church Budget Committee an amount to be included in the annual budget for benevolent use.

**III. BUDGET COMMITTEE:**

This committee shall be composed of the Church Council with the Church Treasurer serving as Chairman.

The duties of this committee shall be:

1. To work closely with the pastor in preparing and presenting the budget for the ensuing year.
2. To secure and receive recommendations from other committees for operating needs to be included in the annual budget.
3. To submit the proposed budget to the church as a recommendation.
4. To assist the church in subscribing the annual budget.

**IV. BUS COMMITTEE:**

This committee shall be composed of three (3) persons who shall serve on a rotating basis, each serving a three (3) year term. The person serving his final year shall serve as chairman.

The duties of this committee shall be:

**BUS COMMITTEE: (CONTINUED)**

1. To supervise the maintenance and use of the church bus, according to church adopted rules and regulations.
2. To make regular inspection of the operational and safety features of the bus and make recommendations to the church concerning any major needs.
3. To authorize any minor repairs, have annual inspection and secure license plates.
4. To maintain a list of authorized drivers and be responsible for their training.
5. To make recommendations to the budget committee for financial needs to be included in the annual budget.

**IV. BUILDING AND GROUNDS COMMITTEE:**

This committee shall be composed of four (4) persons, one of which shall serve as chairman.

The duties of this committee shall be:

1. To develop and recommend policies and procedures about maintenance, insurance, and general use of building and properties.
2. To make regular inspections of the buildings, grounds, and equipment.
3. To plan to improve inspections of the general appearance of the buildings and grounds and locate any need for repairs and make recommendations to the church.
4. To see that all utilities are in proper working order.
5. To supervise the work of the custodian, and to supervise the buying of all supplies needed by the custodian to carry on his/her work properly.
6. To assist the church in determining need, arranging, equipping, and administering parking areas and spaces.
7. To assist other church committees in responsibilities relating to church property and space.
8. To carry on a continued prevention maintenance program.
9. To prepare a recommendation for financial need to be presented to the budget committee for inclusion in the annual budget.
10. To make reports to the church as to the condition and needs of building and grounds.

**V. CENSUS COMMITTEE:**

This committee shall be composed of the Sunday School Director, Discipleship Training Director and the Pastor. The Pastor shall serve as chairman.

The duties of this committee shall be:

1. To plan and direct the church census, enlisting necessary workers.
2. To plan and supervise a good working program for an ongoing census of the community.
3. To work in every possible way to get the names of and to enlist all prospective persons to become involved in the church.
4. To urge the use of Sunday School, Discipleship Training and other organizations to use their rolls in reaching prospective members for church membership.

**VI. CHURCH COUNCIL:**

This committee shall be composed of the following persons: The Pastor, who shall serve as chairman; The Sunday School Director; The Discipleship Training Director; The WMU Director, The Brotherhood Director; The Recreation Director; The Music Director; The Chairman of Deacons; The Church Treasurer; Youth Committee Chairman and any others as deemed necessary by the chairman, on invitation. In the absence of the pastor, the chairman of deacons shall serve as chairman.

The duties of this committee shall be:

1. To recommend to the church the annual calendar of events.
2. To serve as calendar committee during the year and to make such changes in the calendar as is deemed necessary.
3. To plan and correlate the total church programs, and to make recommendations for improvement and promotion of various church activities.
4. To work with the pastor in planning and promoting all special events and including these on the calendar.
5. To serve as a study committee of the best use of buildings and make recommendations to other committees and organizations as pertaining to the needs. (THIS IS NOT TO INCLUDE THE CONSTRUCTION OF NEW BUILDINGS, AND/OR MAJOR RENOVATION OF PRESENT BUILDINGS, NOT IS IT TO INTERFERE WITH THE DUTIES OF THE BUILDINGS AND GROUNDS COMMITTEE). This committee will deal with the best use of existing buildings only in the ongoing programs of the total church activities.
6. This committee shall meet as necessary on the call of the chairman with sufficient notice given to the committee members.

### **VIII. CEMETERY COMMITTEE:**

This committee shall be composed of six (6) members of whom five (5) shall rotate, one (1) each year, with the sixth member serving indefinitely in the capacity of secretary. This committee shall elect its own chairperson from within the committee.

The duties of the committee shall be:

1. To oversee the care and upkeep of the cemetery grounds with church approval of any major developments.
2. To transact the selling of cemetery lots according to church policy.
3. To make recommendations to the church concerning burial policies and procedures.
4. To make an annual study of the cost of operations and upkeep and make recommendations when necessary for adjustments in selling prices of burial spaces.
5. To keep accurate records of spaces sold or to be sold, as well as records of spaces used.
6. To notify all local funeral directors of any cemetery policies that might involve their services.
7. To notify, whenever necessary, those who have purchased burial rights of any changes in policies that might affect them directly.
8. The secretary shall keep minutes of all meetings of the cemetery committee with records of the committee. Also he/she shall give a copy of all minutes to the pastor for the church office records. The secretary shall also keep records of all transactions made in the contract agreements for burial spaces.

### **IX. CHURCH ROLL COMMITTEE:**

This committee shall be composed of the church clerk as chairperson. Also the associate church clerk and the pastor shall serve on this committee.

The duties of this committee shall be:

1. To keep permanent church roll of all members, using a good record system.
2. To bring present church roll up to a current condition when necessary.

**X. COUNSELING COMMITTEE:**

This committee shall be composed of four (4) persons, consisting of two (2) men and two (2) women. This committee will be operative during all scheduled worship services, under the direction of the pastor.

The duties of this committee shall be:

1. To give support to the pastor as he extends the invitation to the lost, the church home seeker and those who seek counseling in other spiritual needs.
2. To counsel, lead to Christ, support and pray with those who respond to the invitation.
3. To support those who respond by a friendly hand, a friendly word and the presence of a concerned, compassionate friend.
4. To gather information for the pastor and the church clerk and see that the pastor receives this information.

**XI. COUNTING COMMITTEE:**

This committee shall be composed of the deacons and the church treasurer. Two (2) deacons with the treasurer shall open the envelopes and count the money.

The duties of this committee shall be:

1. To count all the money which comes in for the church offerings.
2. To work together, opening the offering envelopes in the presence of each other and counting the money.
3. To turn the money over to the treasurer, prepared for deposit.
4. This committee will not function during a worship service. This committee will perform their duties following the worship.

**XII. FLOWER COMMITTEE:**

This committee shall be composed of three persons, one of which shall serve as chairperson.

The duties of this committee shall be:

1. To arrange for flowers for the sanctuary for all regularly scheduled services, keeping in mind the amount specified in the budget, and encouraging members to place fresh flowers for special occasions.
2. To arrange for any other floral displays for special occasions such as associational meetings, revivals, Mother's Day, Father's Day, etc.
3. To make requests to the budget committee for suggested amounts to be included in the annual budget for flowers.

**XIII. FOOD COMMITTEE:**

This committee shall be composed of five (5) persons, one of which shall serve as chairperson.

The duties of this committee shall be:

1. To recommend to the church the food services needed.
2. To develop and recommend policies and procedures for the church's food services.
3. To arrange for food services to be carried out in accordance with the policies and procedures of the church
4. To enlist the church family members to support the food services program.

**XIV. HISTORICAL COMMITTEE:**

This committee shall be composed of four (4) persons, one being the church clerk. One of the committee members shall serve as chairperson.

The duties of this committee shall be:

1. To collect and safeguard all the records and pictures pertaining to the church.
2. To make sure that the church makes and keeps adequate records of its current progress.

**HISTORICAL COMMITTEE – (CONTINUED)**

3. To help all the members appreciate their church through understanding its past history.
4. To develop and recommend to the church any policies and procedures regarding its historical materials.

**XV. HOMECOMING COMMITTEE:**

This committee shall be composed of four (4) persons, of which one shall serve as chairperson.

The duties of this committee shall be:

1. To plan and promote the homecoming activities in cooperation with the pastor and minister of music.
2. To be responsible for having the fellowship facilities arranged for the maximum comfort and convenience of the people.
3. To be responsible for seeing that the facilities are cleaned and back in order following the homecoming activities.
4. To enlist the assistance of the Hospitality Committee and any others that may be needed in the planning and preparation for homecoming.

**XVI. HOSPITALITY COMMITTEE:**

This committee shall be composed of two (2) men and two (2) women, one of which shall serve as chairperson.

The duties of this committee shall be:

1. To arrange entertainment of visitors and guests during special meetings such as revivals, conferences, associational activities involving our church directly, etc.
2. To arrange for transportation for guest speakers as necessary.
3. To arrange for receptions for special occasions.
4. To arrange for and assist in church-wide fellowships in cooperation with the pastor.
5. To purchase any needed items for church-wide fellowships that are not usually supplied.
6. To make requests to the Budget Committee for financial needs to be included in the annual budget.

**XVII. KITCHEN COMMITTEE:**

This committee shall be composed of one (1) person.

The duties of this committee shall be:

1. To be responsible for regular inventory of all kitchen equipment and supplies.
2. To inspect the kitchen at least every 60 days and report any matters which they deem necessary to the attention of the church.
3. To see that the kitchen is kept clean and in an orderly condition.
4. To be responsible for purchasing supplies and keeping plenty of supplies on hand.
5. To request an amount of operating funds to be included in the annual budget.

**XVIII. LIBRARY COMMITTEE:**

This committee shall be composed of three (3) persons, one of which shall serve as Librarian.

The duties of this committee shall be:

1. To maintain a satisfactory library system based on the latest methods of recording and classifying.
2. To purchase new books, keeping in mind the amount specified in the budget.
3. To promote the use of the library through regular special features.
4. To plan the library schedule determining the days and hours that it will be open and publicize this schedule.
5. To request amount of financial aid needed for operation to the Budget Committee for inclusion in the annual budget.

**XIX. LORD'S SUPPER COMMITTEE:**

This committee shall be composed of the deacons. The chairman of deacons shall serve as chairman of this committee.

The duties of this committee shall be:

1. To see that all necessary Lord's Supper equipment and supplies are available and in place prior to each observance of the ordinance.

**LORD'S SUPPER COMMITTEE – (CONTINUED)**

2. The chairman will be responsible for contacting the deacons to be sure enough will be available to serve, using a rotation when possible.
3. To work with the pastor in planning and developing the observance of the Lord's Supper.
4. To work with the pastor in preparing the people for the observance.
5. To see that all equipment is gathered, cleaned and properly stored after each observance of the ordinance.
6. To assist the pastor in evaluating the observance and make suggested ways of improving how it may be experienced.

**XX. MISSIONS COMMITTEE:**

This committee shall be composed of the WMU Director, the Brotherhood Director, the Chairman of Deacons and the Pastor.

The duties of this committee shall be:

1. To devise means for promoting missionary knowledge and activity both local and worldwide among the membership of our church.
2. To study the needs for new mission work, and have general oversight of all mission work established and promoted by this church.
3. To work with the pastor in bringing missionaries to speak and to promote the Associational Schools of Missions.
4. To help in promoting all missionary programs of the church.

**XXI. MUSIC COMMITTEE:**

This committee shall be composed of the Minister of Music, Associate Directors, Organist and Pianist. The Minister of Music shall serve as chairperson.

The duties of this committee shall be:

1. To help in every way possible to promote a well-rounded music program that will compliment the worship experiences.
2. To work with the pastor in planning special programs of music such as cantatas, hymn songs, homecoming, etc.
3. To supervise the purchase of hymnals, special pieces of music, and other items of musical interest as they are needed.

4. To recommend to the church appropriate hymnals to be used in congregational singing.
5. To enlist and promote participation in all age-level choirs.
6. To plan and promote special Schools of Music and to encourage participation in associational music festivals.
7. To maintain and supervise the care of all church-owned music, choir robes, and musical instruments.
8. To make reports of work and needs as often as advisable and to make requests to the Budget Committee for inclusion in the annual budget.

**XXII. NOMINATING COMMITTEE:**

This committee shall be composed of six (6) persons on a rotating basis. The chairperson shall be elected from within the committee.

The duties of this committee shall be:

1. To select, interview, and enlist church program organization leaders; church committee chairpersons, where applicable; committee members; and general officers.
2. To make a file of the talents of all the members of the church
3. To contact each new member of the church and get a card of possible work.
4. To be constantly on the alert to find prospective workers so that any vacancies during the year may be filled immediately.
5. To encourage every member to be a worker in some of the organizations.
6. to serve as the standing Nominating Committee for the year, including the recommendation of the Sunday School officers and teachers, Discipleship Training leadership, Deacons, Trustees, Church Committees, and all other church elected officials. (Note: Only church members may be nominated for election).
7. To bring a full report of the nominating committee to the church for election in the July conference, if possible, but no later than the August conference.
8. This committee shall nominate all church officers: Sunday School Director; Discipleship Training Director; WMU Director; Brotherhood Director; etc.

**XXIII. NURSERY CORRELATING COMMITTEE:**

This committee shall be composed of the Sunday School Director and the Discipleship Training Director.

The duties of this committee shall be:

1. To coordinate all the activities of the nursery work in consultation with the nursery workers.
2. To enlist nursery workers when necessary and assign someone to be responsible for nursery care during worship, Sunday School, Discipleship Training and at other times such as revivals and special meetings.
3. Recommend nursery policies and publicize same.
4. To consider and recommend the purchase of nursery equipment as needed.
5. To make recommendations about cleanliness and care of the nursery.

**XXIV. RECREATION COMMITTEE:**

This committee shall be composed of four (4) persons, one of which is the Recreational Director who shall serve as chairman.

The duties of this committee shall be:

1. To supervise and direct all athletic teams sponsored by the church. (It is suggested that the coach(es) of all church ball teams be invited to meet with this committee).
2. To plan and supervise the recreational program for all ages in our church.
3. To supervise the purchase of athletic and recreational equipment as authorized in the budget. To make recommendation to the Budget Committee for an amount to be included in the annual budget.

**XXV. SENIOR CITIZENS COMMITTEE:**

This committee shall be composed of five (5) persons, one of whom shall serve as chairperson.

The duties of this committee shall be:

1. To plan and promote the activities for the senior citizens of the church. This should be done in consultation with the pastor.
2. To be responsible for seeing that transportation to and from the church is provided for the senior citizens as needed.
3. To be responsible for planning and conducting at least one trip per year for this group.

**XXVI. USHER COMMITTEE:**

This committee shall be composed of at least nine (9) persons, one of which shall serve as chairman.

The duties of this committee shall be:

1. To maintain adequate ushers for all regular services of this church.
2. To serve as ushers for all occasions held in the sanctuary such as revivals, special meetings, etc.
3. To have two (2) persons stationed in the vestibule during worship to greet the people at the entrance and to assist them in being seated at the appropriate time.
4. To distribute visitor's cards, programs, and bulletins and to receive the offerings.
5. To greet everyone warmly who comes into the building, giving special attention to visitors or those who do not seem familiar with our facilities.
6. To investigate and act accordingly to the best judgment concerning any unusual disturbance during the services.

**XXVII. YOUTH COMMITTEE:**

This committee shall be composed of at least four (4) couples, one of which shall serve as chairperson. There should be at least one youth representative on this committee from each youth group.

The duties of this committee shall be:

1. To plan, promote and supervise activities for children and youth. This includes retreats, special trips, cookouts, and special events.
2. To plan and promote spiritual programs and activities for the youth of our church. This would include youth week, puppet ministries, and other special promotions. These activities should be planned on a regular basis.
3. To work in cooperation with the day camp committee in planning and promoting the day camp activities.
4. To interview and select candidate for recommendation as summer youth worker.