

CHURCH MINISTRY TEAMS – Working Document (Needs updating)

The ministry teams of our church assist the staff in accomplishing the Church's mission and purpose through the various ministries represented by the teams. Each team acts as a "steering group" to ensure that work assigned to them is done with excellence and consistency. Teams are to work directly with various ministers and Deacons so that all phases of the church's life is coordinated for maximum benefit to all.

Audio

Baptismal

Benevolence

Christian Ethics & Morality

Church Beautification

Committee On Committees

Constitution & By Laws

Construction

Food

Hospitality

Hostess

Insurance

Kitchen

Maintenance

Media Center

Missions

Nominating

Nursery

Personnel

Policies and Procedures

Property & Grounds

Publicity

Recreation

Stewardship

Transportation

Video

SUMMARY PURPOSE STATEMENTS OF VARIOUS TEAMS

AUDIO SERVICES

TO MEET THE NEED FOR HIGH QUALITY SOUND REINFORCEMENT AND REPRODUCTION DURING ALL CHURCH SERVICES INCLUDING WORSHIP, MUSIC SPECIALS, WEDDINGS, AND OTHER EVENTS.

BAPTISMAL

TO ASSIST THE PASTOR IN ADMINISTERING THE ORDINANCE SO IT IS MEANINGFUL FOR THE CANDIDATES, THE CONGREGATION AND THE LOST.

BENEVOLENCE

TO MEET THE APPROPRIATE PHYSICAL OR MATERIAL NEEDS OF CHURCH FAMILIES AND OTHER PERSONS IN THE COMMUNITY TO WHICH THE CHURCH MINISTERS. FORMULATE A PLAN FOR MEETING THOSE NEEDS.

CHURCH BEAUTIFICATION

TO MAKE THE CHURCH BUILDINGS AN INVITING AND ATTRACTIVE FACILITY THAT HELPS TO CREATE AND MAINTAIN A WORSHIPFUL ATMOSPHERE.

CHRISTIAN ETHICS & MORALITY

TO INFORM THE CHURCH ABOUT SOCIETAL ISSUES IMPACTING ETHICS AND MORALITY CONCERNS, TO ENCOURAGE MEMBERS TO BE INVOLVED IN THE CONSTANT IMPROVEMENT OF ETHICAL AND MORAL ACTIONS IN SOCIETY AND TO LEAD MEMBER TO BE A CHRISTIAN VOICE WHEN CIVIC ACTIONS MOVE COUNTER TO BIBLICAL PRINCIPLES FOR HUMAN CONDUCT.

TEAM ON TEAMS

TO PROVIDE RECOMMENDATIONS OF QUALIFIED MEMBERS FOR STAFFING OF ALL CHURCH COMMITTEES AND TO DEVELOP AND RECOMMEND GENERAL GUIDELINES REGARDING TERMS OF APPOINTMENTS AND ROTATION OF MEMBERSHIP.

CONSTITUTION & BYLAWS

TO ENSURE THAT THE CONSTITUTION AND BYLAWS DOCUMENTS REFLECT THE BELIEFS AND CURRENT PRACTICES OF INDIAN SPRINGS BAPTIST CHURCH.

FOOD

TO COORDINATE PROVISION AND DISTRIBUTION OF FOOD TO CHURCH FAMILIES DURING THE TIME OF A DEATH, BIRTH, SURGERY, AND ILLNESS.

HOSPITALITY

TO WELCOME ALL WHO ATTEND TO ANY SERVICE. TO IDENTIFY VISITORS AND PROSPECTIVE MEMBERS AND INTRODUCE THEM TO TEACHERS OF THEIR UNITS OF EDUCATION AND WORSHIP.

INSURANCE

TO PROVIDE ADEQUATE INSURANCE PROTECTION FOR THE CHURCH'S PROPERTY.

HOSTESS

TO FACILITATE THE USED OF CHURCH FACILITIES FOR EVENTS SUCH AS WEDDINGS, SHOWERS, RECEPTIONS, AND DINNERS AND TO ASSIST THOSE RESPONSIBLE FOR SUCH EVENTS IN CHECKING OUT NEEDED EQUIPMENT AND SUPPLIES.

FOOD SERVICE OR KITCHEN

TO OVERSEE THE USE AND MAINTENANCE OF THE CHURCH'S KITCHEN FACILITIES, SUPPLIES AND EQUIPMENT AND PROVIDE ASSISTANCE TO USERS OF THESE FACILITIES.

MAINTENANCE AND REPAIR - BUILDINGS

TO OVERSEE THE MAINTENANCE AND UPKEEP OF ALL CHURCH BUILDINGS AND TO UPGRADE OR RENOVATE TO MEET THE CHANGING AND GROWING NEEDS OF THE CHURCH.

MEDIA CENTER

TO PROVIDE THE CHURCH FAMILY WITH USEFUL RESOURCES, MATERIALS, AND EQUIPMENT FOR PERSONAL STUDY AND TEACHING. TO OVERSEE THE DISTRIBUTION AND UPKEEP OF ALL RESOURCES.

MISSIONS

TO LEAD THE CHURCH TO EFFECTIVELY CARRY OUT THE GREAT COMMISSION THROUGH VARIOUS LOCAL, NATIONAL, AND INTERNATIONAL MISSION EFFORTS.

NOMINATING

TO IDENTIFY, SELECT, ENLIST AND RECOMMEND PERSON TO FILL ALL CHURCH-ELECTED VOLUNTEER MINISTRY POSITIONS SUCH AS MEN'S MINISTRY, WOMEN'S MINISTRY, CHILDREN'S MINISTRY (AWANA, CHILDREN'S CHURCH, CHILDREN'S CHOIRS, VBS DIRECTOR), SUNDAY SCHOOL, THE CHURCH CLERK, CHURCH TREASURER, AND TRUSTEES OF THE CHURCH.

NURSERY

TO COORDINATE EFFORT AND ACTIVITIES TO PROVIDE RESPONSIBLE, LOVING CARE FOR CHILDREN (AGES 0 THROUGH 3) WHILE PARENTS ATTEND SERVICES. HELP PROVIDE CARE FOR OTHER CHURCH RELATED ACTIVITIES.

PERSONNEL

TO LEAD INDIAN SPRINGS BAPTIST CHURCH IN MATTER RELATING TO EMPLOYED PERSONNEL ADMINISTRATION.

PROPERTIES / GROUNDS

TO OVERSEE THE MAINTENANCE AND UPKEEP OF ALL GROUNDS.

PUBLICITY

TO PROVIDE LEADERSHIP AND RESOURCES TO ALL ISBC MINISTRIES IN PROMOTING NEW EMPHASES, PROGRAMS, COURSES, EVENTS, AND NEEDS.

STEWARDSHIP

TO ENSURE THAT OUR CHURCH MAINTAINS A SCRIPTURAL FINANCIAL PERSPECTIVE WITHIN ALL AREAS OF MINISTRY AS WE STRIVE TO BE OBEDIENT TO GOD IN THE USE OF HIS RESOURCES. TO LEAD THE CHURCH TO ACCOMPLISH ITS MISSION BY DEVELOPING IN MEMBERS AN UNDERSTANDING OF AND COMMITMENT TO BIBLICAL STEWARDSHIP THROUGH A PLANNED, YEAR-ROUND PROGRAM.

TRANSPORTATION

TO PROVIDE SAFE AND RELIABLE MEANS OF TRANSPORTATION FOR CHURCH MINISTRIES.

VIDEO

TO PROVIDE QUALITY VISUAL DOCUMENTATION OF MINISTRY AND HISTORICAL EVENTS THAT WILL ASSIST COMMITTEES AND MINISTRY ORGANIZATIONS WITHIN THE CHURCH IN CARRYING OUT THEIR OBJECTIVES.

THE FOLLOWING PAGES SHOW FORMS THAT HELPED DEFINE/DESCRIBE THE RESPECTIVE TEAMS THAT WERE OPERATIONAL IN PAST YEARS.

Seq-Rev No.	01-00	Audio Services Committee		Rev Date	09-99
Committee Members (Year Term Ends)	Chairman: Stan Bowman (2000)[AM]				
	Steve Allen (2000)		Josh Bartley (2002)		
	Taylor Culberson (2001)		Greg Thompson (2002)		
	Wade Willen (2002)				
Purpose	To meet the need for high quality sound reinforcement and reproduction during all church services including worship, music specials, weddings, and other events.				
Responsibilities	1. To responsibly use, care for, and inventory all church sound equipment.				
	2. To enlist and train persons to operate the sound systems as needed for all church services.				
	3. To provide help to the Ministerial Staff to ensure proper operation of equipment.				
	4. To periodically check all inventory and recommend any equipment purchases and repairs.				
	5. To assess long-range needs and recommend upgrades and replacements as needed.				
Authority	1. To purchase equipment or institute repair that are within operating budget				
	2. To recommend major equipment acquisitions to the church.				
Reports To	Church				
Staff Contact	Minister of Music				
Commitment	Hours per Month		Duration or Term		
	Chairman – 25; Members - 5		3 year		
Scheduled Meetings	Once each quarter.				
	As needed to address changes or unexpected needs.				
Recommended Training	Hands-on Training in operation of sound equipment				
Member Qualifications	Interest in and understanding of sound and live sound reinforcement				

Seq-Rev No. 02-00	Baptismal Committee		Rev Date 09-99
Committee Members (Year Term Ends)	Chairman: John Wagner (2000) Amy Anders (2001) Erwin Holman (2000) Doris Lewis (2002)		
Purpose	<ol style="list-style-type: none"> 1. To ensure the provision of well-maintained facilities, equipment, and materials necessary for baptism. 2. To assist candidates in preparing for their baptism. 3. To assist the pastor in administering the ordinance so it is meaningful for the candidates, the congregation and the lost 		
Responsibilities	<ol style="list-style-type: none"> 1. To work with the pastor to determine the date for the baptism and notify candidates well in advance. 2. To ensure that all necessary baptismal equipment and facilities are available and in order prior to each baptismal service. 3. To inform each candidate of clothing, towels, etc. needed. 4. To arrange meeting with the pastor and candidates for a time of prayer and instruction before the baptism. 5. To meet the person(s) to be baptized and show them their dressing room, answer questions, and ensure that each has a robe and towel. 6. To assist each person into and out of the baptistry and to his or her dressing room. 7. To assist the pastor before and after the baptismal service to minimize his time for dressing and returning to the worship service. 8. Arrange for robes, towel and other supplies to be available for the next service. 9. To assess condition of equipment and recommend needed replacement or repairs. 10. To arrange with church photographer to take pictures and/or videos. 		
Authority	To purchase needed supplies and equipment		
Reports To	Church		
Staff Contact	Pastor		
Commitment	Hours per Month	Duration or Term	
	2	3 years (Staggered Rotation)	
Scheduled Meetings	As needed		
Recommended Training	Review and become familiar with the Baptismal Committee's Responsibilities and Procedures		
Qualifications			

Seq-Rev No. 01	BENEVOLENCE TEAM		Rev Date 11/10
Purpose	To meet the appropriate physical or material needs of church families and other persons in the community to which the church ministers.		
Responsibilities	<ol style="list-style-type: none"> 1. Investigate requests for assistance to determine the extent of the needs. 2. Determine involvement of other churches and agencies with the family. 3. Formulate a short-term and a long-term plan for meeting those needs. 4. Keep timely and accurate records of requests and assistance rendered. 5. Carry out follow-up work to determine other ministry needs for the family. 6. Determine spiritual situation of the family – church involvement, etc. 7. If they are not members of our church or any church, work to minister to them spiritually – give an opportunity to trust Jesus. 8. If they are members of a local church, then coordinate help through that church. 9. Prepare an annual ministry plan and estimate the cost for the ministry. 10. Submit information to Stewardship Committee during Financial Planning time for the church. 		
Authority	<ol style="list-style-type: none"> 1. Spend up to \$50 per incident for emergency requests for assistance for food, medicine, heating, etc. for non-church members. 2. Allocate up to \$500 per incident to assist church members who are unemployed to cover unexpected expenses. 3. Bring requests for larger expenses to the church for approval. 		
Reports To	The church.		
Commitment	Approximately Hours Required per Month	Duration or Term	
	4	Pastor and SS Dir – Ex-officio Three at large members – 3 years	
Scheduled Meetings Required	<ol style="list-style-type: none"> 1. The Team will meet quarterly to review activity and plan ministry. 2. As required by ministry needs. 		
Training Required	<ol style="list-style-type: none"> 1. Read book <i>Making Benevolence Ministry an Outreach</i> 2. Video Series: <i>Ministering to Community Needs</i> 		
Qualifications	Ex-officio Members: Pastor and Sunday School Director At Large Member: Members of ISBC for 2 years, familiar with community. (Spiritual Gifts: mercy and discernment)		
Membership	Ex-officio: Pastor Team Member: Jim Duren		Team Leader: Bob Elliot
			Team Member: Kyle Smith

Seq-Rev No. 00	Beautification Team		Rev Date 10-09
Team Membership (Year Term Ends)	Chairperson: Sandy Allen Tom Allen Dale and Vivian O'Dell Perry and Donna Whitaker		
Purpose	To make the church buildings an inviting and attractive facility that helps to create and maintain a worshipful atmosphere.		
Responsibilities	<ol style="list-style-type: none"> 1. Assess ongoing needs regarding cosmetic aspects of the church facility. 2. Coordinate seasonal themes. 3. Develop annual goals and specific objectives (including schedules) for accomplishing goals. 4. Communicate goals and objectives to the following committees. <p style="text-align: center;"><i>Maintenance and Repair – Buildings</i></p> <p style="text-align: center;">Property/Grounds Maintenance</p> 5. Update guidelines and report changes to the church 		
Authority	<ol style="list-style-type: none"> 1. Spend budgeted amount to carry out routine maintenance and minor improvements to the church facility. Typically, less than \$500 per project. 2. Assess major maintenance and/or improvements and obtain church approval before proceeding. 		
Reports To	Church		
Staff Contact	Pastor		
Commitment	Hours per Month	Duration or Term	
	Two	3 years – staggered rotation	
Scheduled Meetings	<ol style="list-style-type: none"> 1. Annual planning meeting to set goals and assess needs. 2. Quarterly meetings with M&R-Buildings and Grounds Maintenance Committees 		
Recommended Training	None		
Qualifications	<ol style="list-style-type: none"> 1. Member of ISBC for one year 2. Concern for the beauty and function of church facilities 3. Desire to serve the Lord in magnifying His name by keeping His church beautiful. 		

Seq-Rev No. 02	Christian Ethics & Morality Team		Rev Date Nov-10
Team Members (Year Term Ends)	Chairman: Matt Davison Paul Patterson Jeff Hickam Gerald Guffey		
Purpose	<ol style="list-style-type: none"> To inform the church about societal issues impacting ethics and morality concerns. To encourage members to be involved in the constant improvement of ethical and moral actions in society. To lead member to be a Christian voice when civic actions move counter to Biblical principles for human conduct. 		
Responsibilities	<ol style="list-style-type: none"> To keep the church membership informed of critical moral and ethical issues that need addressing by Christians. To formulate programs and actions to address these issues. To enlist and encourage groups of church members to keep abreast of each critical issue. To disciple each group in skills to effectively respond to these issues. To provide church members with ways to contact elected officials. To promote major ethical and moral emphases on the calendar of the Southern Baptist Convention To cooperate with the Ethics and Religious Liberty Commission of the Southern Baptist Convention To encourage church members to attend state and national meetings and seminars to obtain special training and inspiration on major issues 		
Authority	<ol style="list-style-type: none"> Purchase literature, inserts, bulletins, etc. To request additional funds for important emphases not in the original ministry plan. With the agreement of the pastor, to include the church as a member of coalitions working on ethics and morality issues. 		
Reports To	Church		
Staff Contact	Minister of Outreach and Discipleship		
Commitment	Hours per Month		Duration or Term
	8 hours (Spring and Aug) 2 hours		3 years (Staggered Rotation)
Scheduled Meetings	Quarterly to plan agenda.		
Recommended Training	Suggested Reading: <i>Right from Wrong</i> (McDowell), AFA Journal, Focus on Family Citizen Magazine, <i>The Christian Manifesto</i> (Schaeffer)		
Qualifications	<ol style="list-style-type: none"> Member of ISBC for at least one year. Concern for social and moral issues. Commitment to pray for and contact public officials. 		

Seq-Rev No. 00	Constitution And Bylaws Team		Rev Date 10/09
Committee Members (Year Term Ends)	Chairman: Carl Hylton (2014) Pastor: Ex-officio Vice-Chairman of Deacons: (Leonard Davis)(2012) Ex-officio Jim Belcher (2013)		
Purpose	To ensure that the Constitution and Bylaws documents reflect the beliefs and current practices of Indian Springs Baptist Church.		
Responsibilities	<ol style="list-style-type: none"> 1. To have a thorough working knowledge of the church's Constitution, Bylaws, Committees' Policies and Procedures, and Organizations' Policies and Procedures. 2. To perform an annual review of the Constitution, Bylaws, Committees Policies and Procedures and Organizations' Policies and Procedures. 3. To Formulate and Recommend changes as required. 4. To present recommended changes to the church according to requirements in the Bylaws for changes requiring church action 		
Authority	1. To bring recommended changes to appropriate Committees and Organizations for their action.		
	2. To recommend changes requiring church approval to the church in accordance with the Bylaws.		
Reports To	The Church		
Staff Contact	Pastor		
Commitment	Hours per Month		Duration or Term
	Two hours per month		At-Large Members – 3 years Ex-officio - variable
Scheduled Meetings	<ol style="list-style-type: none"> 1. The Committee will meet annually prior to the annual church meeting to review all necessary documents and formulate any recommended changes. 2. As required by church needs. 		
Recommended Training	<ol style="list-style-type: none"> 1. Read and become familiar with the Church's Constitution, Bylaws, Committees' Policies and Procedures, and Organizations' Policies and Procedures documents. 2. Resource: Bruce P. Powers, <i>Church Administration Handbook</i>, Revised, 1997 		
Qualifications	Ex-officio: Pastor and Vice-Chairman of Deacons At-Large Members: Must be members of ISBC for at least 2 years.		

Seq-Rev No. 10-00	Food Service Committee		Rev Date 09-99
Committee Members (Year Term Ends)	Chairman: Wayne Droke (2001) Church Hostess: Gloria Johnston (2001) – Ex Officio Gary Anderson (2002) Sharon Bridges (2002) Ann Collins (2002) Jim Hall (2002)		
Purpose	To oversee the use and maintenance of the church’s kitchen facilities, supplies and equipment and provide assistance to users of these facilities.		
Responsibilities	<ol style="list-style-type: none"> 1. To order and keep an adequate inventory of basic supplies (paper products, disposable items, food items and kitchen cleaning products). 2. To maintain all food service equipment in proper working condition. 3. To make recommendations for food service equipment replacement when it is no longer serviceable or not economical to operate or repair. 4. To evaluate need for new equipment and/or modifications of kitchen work area and make recommendations to appropriate committees or the church. 5. To assist people who reserve the kitchen for various functions (including proper training in use of equipment and location of church owned items that may be used). 6. To work with staff and committees to ensure kitchen supplies are adequately stocked for church-wide functions and special events. 7. To prepare drinks and bread for church-wide functions and be responsible for clean up after the functions. 8. To prepare and annual budget for kitchen operation and supplies. 9. To annually review and update or revise guidelines as necessary. 10. To prepare and exercise operating procedures for use of the kitchen. 11. To take and maintain inventory of all equipment and supplies. 		
Authority	<ol style="list-style-type: none"> 1. To regulate the use of the kitchen and equipment. 2. To take needed action to keep operation within budget guidelines. 		
Reports To	Church		
Staff Contact	Pastor and Office Staff		
Commitment	Hours per Month		Duration or Term
	4 hours per month		3 years (staggered rotation)
Scheduled Meetings	<ol style="list-style-type: none"> 1. Annually to review and develop budget based on ministry needs. 2. Quarterly (or as needed) to review short-term operational needs. 		
Recommended Training	<ol style="list-style-type: none"> 1. Complete training for use of all kitchen equipment. 2. Review of Tennessee Health Laws 		
Qualifications	<ol style="list-style-type: none"> 1. Servant attitude and an ability to work with people 2. Have or be willing to obtain knowledge of food service and equipment 3. Have or be willing to obtain knowledge of Tennessee Health Laws 		

Seq-Rev No. 00	Grounds Team		Rev Date 10-09
Team Members (Year Term Ends)	Chairman: Don Hodgson (2012) _____ (2009) Jeff Bryant (2010) (2011)		
Purpose	To oversee the upkeep of church grounds.		
Responsibilities	<ol style="list-style-type: none"> 1. To coordinate maintenance work with appropriate committees. 2. To determine needs and make recommendations for contracted services. 3. To oversee the safety, protection, and maintenance of church grounds including lighting and parking facilities. 4. To prepare annual operating budget. 5. To serve as a “clearing house” for all grounds alterations. 6. To coordinate closely with Beautification Committee. 7. To ensure timely removal of snow from parking areas and walkways. 		
Authority	1. To spend budget approved monies as needed to implement upkeep of grounds.		
	2. To bring requests for unbudgeted expenditures greater than \$1000 to church for approval.		
Reports To	Church		
Staff Contact	Pastor		
Commitment	Hours per Month		Duration or Term
	? (Mowing Season)		2 years (staggered rotation)
Scheduled Meetings	<ol style="list-style-type: none"> 1. Monthly 2. As required by needs 		
Recommended Training	Operation of tractor and other equipment		
Qualifications	<ol style="list-style-type: none"> 1. General knowledge and interest in grounds upkeep. 2. Ability to have “hands-on” involvement in upkeep activities 		

Seq-Rev No. 00	Insurance Team		Rev Date 10-09
Team Members (Year Term Ends)	Chairman: Gerald Guffey (2012) _____ (2010) Angela Grizzle (2000) Phil Ketron (2002) Bill Neurdenburg (2002) Vivian O'Dell (2000)		
Purpose	To provide adequate insurance protection for the church's property.		
Responsibilities	<ol style="list-style-type: none"> 1. To determine insurance needs 2. To select insurance provider and make recommendation to the church 3. To review and update policy coverage on an annual basis 4. To propose budget for insurance needs each year 		
Authority	Select property insurance provider		
	Determine budget needs and present to the church		
Reports To	Church		
Staff Contact	Pastor (Minister of Music) ?		
Commitment	Hours per Month	Duration or Term	
	Three 2-hour meetings annually	1 Year	
Scheduled Meetings	As required by ministry needs		
Recommended Training	None		
Qualifications	Member of ISBC General knowledge of insurance costs and coverage		

Seq-Rev No. 00	Maintenance And Repair - Buildings		Rev Date 10/09
Team Members (Year Term Ends)	Chairman: _____ (200X) _____ (200Y) _____ (200Z) _____ (200Y)		
Objective or Purpose	<ol style="list-style-type: none"> To oversee the maintenance and upkeep of all church buildings. To upgrade or renovate to meet the changing and growing needs of the church. 		
Responsibilities	<ol style="list-style-type: none"> Communicate with staff to be informed of repair needs. In an emergency, call appropriate trade or servicemen as needed. Contact appropriate trades or vendors needed to obtain three estimates on non-emergency needs for repair or maintenance. Enlist members of church to use their skills and abilities to carry out minor maintenance and repairs. Oversee the maintenance, safety, and repair of church facilities. Develop a maintenance schedule for routine maintenance items. Enlist appropriate servicemen or members to carry out scheduled routine maintenance items. 		
Authority	<ol style="list-style-type: none"> Perform necessary task promptly and within budget guidelines. Hire tradesmen for needed repairs promptly and within budget guidelines. 		
Reports To	Church via Ministry Support Deacon Team		
Staff Contact	Minister of Administration		
Commitment	Hours per Month		Duration or Term
	2 hours		3 years (staggered rotation)
Scheduled Meetings	<ol style="list-style-type: none"> Committee will meet monthly to review needs and results. As needed for repair and maintenance needs 		
Recommended Training	None		
Qualifications	General working knowledge of mechanical and/or electrical systems.		

Addendum to M&R

BUILDING MAINTENANCE & REPAIR COMMITTEE

Items for Consideration:

1. Routine repair items of interior and exterior of all buildings except Property & Ground storage buildings
 - A. Regular (monthly) inspections to identify items needing repair or replacement.
 - B. Repair or replace items identified
 - C. Contract work that cannot be carried out by volunteer help
 - D. Examples: 1) Replace hot water heater above kitchen in CLC
2) Repair exterior siding on CLC
3) Clean out and repair all gutters and downspouts

2. Routine operational maintenance of HVAC units.
 - A. Inspect and replace filters in HVAC units as needed
 - B. Coordinate needed repair work on HVAC units with vendors.

3. Routine interior lighting maintenance.
 - A. Regular inspections (monthly) to identify burned out or malfunctioning lights
 - B. Replace bulb and repair or replace fixtures.
 - C. Comments: Determine what equipment needs to be purchased or rented to maintain lighting in worship area.

4. Painting Needs
 - A. Inspect all areas (quarterly) to determine touch up or re-painting needs
 - B. Coordinate volunteer painting teams to paint areas identified.
 - C. Comments: Provide paint, brushes, rollers, drop cloths, etc.
 - D. Examples: 1) Office area on West Campus
2) Halls in Children's Area in New Building (semi-gloss enamel)

5. Remodeling and upgrading facilities
 - A. Serve as contact and advisory group regarding modifications to existing facilities
 - B. Coordinate work through volunteers or contract jobs as needed.
 - C. Examples: 1) Remodel men's bathroom in Chapel building.
2) Repair or replace all baseboard molding in Chapel Building
3) Add a Receptionist Center in Lobby of Chapel Building
4) Convert selected rooms in CLC to storage areas equipped with shelves and door locks.

6. Safety Inspections of Facilities
 - A. Determine needs and make assignments for repair work to be done.

Seq-Rev No. 13-00	Media Center Committee		Rev Date 09-99
Committee Members (Year Term Ends)	Chairperson: Linda Patterson (2000) Archivist: Martha Rhoton (2000) Freida Alexander (2002) Sharon Bridges (2001) Vickie Cox (2001) Gerry Frazier (2001)		
Purpose	1. To provide the church family with useful resources, materials, and equipment for personal study and teaching. 2. To oversee the distribution and upkeep of all resources.		
Responsibilities	To be open each Sunday (9:00 – 9:30 and 5:50 – 6:50) and each Wednesday (6:30 - 8:00) To add to, change, or delete the guidelines of the library as needed. To process all new books, videos, etc. To maintain proper shelving of media. To keep all media in good repair. To maintain a supply of processing materials. To keep the church informed of new resource materials. To report to the church information regarding the use of media library facilities.		
Authority	The committee may spend up to the yearly budget. All purchases must have prior approval of the Media Center Committee Chairperson.		
Reports To	Church		
Staff Contact	Financial Administrator		
Commitment	Hours per Month		Duration or Term
	11		3 Year (Staggered Rotation)
Scheduled Meetings	Committee Members may work in the Media Center each week. Committee meets quarterly to review status of ministry plans, etc.		
Recommended Training	Special courses available through the Association are needed to process materials correctly. Become familiar with the church's copy of the processing book.		
Qualifications	Any church member who has typing skills and a love for books.		

Seq-Rev No. 14-01	Missions Team		Rev Date Feb-02				
Team Members (Year Term Ends)	Chairman: Jim Carson (2003) Alice Culberson (2002) - WOM Kyle Smith (2004) – Men’s Ministry Sheree Williams (2001) Paul Vowell (2001) Barbara Lavender (2002): Liaison to Sullivan Baptist Association						
Purpose	To lead the church to effectively carry out the Great Commission through various local, national, and international mission efforts.						
Responsibilities	<ol style="list-style-type: none"> 1. To know and share information about mission opportunities of the church and individuals within the church. 2. To coordinate missions activities and programs of the church. 3. To promote mission through involvement, education, and financial support of the church. 4. To evaluate mission opportunities and requests for help in mission projects and bring recommendations to the church regarding our involvement or financial assistance for approval as needed. 5. To keep church members informed of the work of our International and North America Mission Boards. 6. To promote and encourage personal ministry involvement in missions. 7. To enhance church member awareness of missions through emphasis on books, magazines, videos, and other materials. 8. To lead the church to regularly pray for missions. 9. To assist in planning and promoting special offerings for missions. 10. To review needs and recommend an annual ministry plan for missions including financial support needed to carry out the ministry plan locally, statewide, nationally, and internationally. 						
Authority	As defined in Policies and Procedures						
Reports To	Church						
Staff Contact	Pastor						
Commitment	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Hours per Month</th> <th style="text-align: center;">Duration or Term</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1- 6 hours per month</td> <td style="text-align: center;">3 years (Staggered Rotation)</td> </tr> </tbody> </table>	Hours per Month	Duration or Term	1- 6 hours per month	3 years (Staggered Rotation)		
Hours per Month	Duration or Term						
1- 6 hours per month	3 years (Staggered Rotation)						
Scheduled Meetings	Annually to develop Ministry Plan Monthly to plan and execute ministry objective.						
Recommended Training	None						
Qualifications	Member of ISBC with an interest in Missions.						

Seq-Rev No. 15-01	Nominating Team		Rev Date 10-10
Team Members (Year Term Ends)	Chairman: Member at Large (2012) Minister of Education and others (as determined by Pastor) Ex Officio Member at Large 2 (2013) Member at Large 3 (2014) Sunday School Director - Ex Officio		
Purpose	<ol style="list-style-type: none"> 1. To prayerfully identify, select, enlist and recommend person to fill all church-elected volunteer positions in Men's Ministry, Women's Ministry, Children's Ministry (AWANA, Children's Church, Children's Choirs, VBS Director), Sunday School, the Church Clerk, Church Treasurer and Trustees of the church at the beginning of the church year. 2. To address needs during the year for replacement or additions in these positions as needed. 		
Responsibilities	<ol style="list-style-type: none"> 1. To consider candidates for the job of Sunday School Director, AWANA Commander, Children's Church Director, and Children's Choir Coordinator and obtain church approval by March 1 of each year. 2. To obtain concurrence from existing or new SS Department Directors regarding their willingness to serve 3. To enlist SS Department Directors AWANA Commander, Children's Church Director, and Children's Choir Coordinator to determine replacement needs and recommendation for replacements for the coming year. 4. To identify willing and capable candidates for all replacement volunteer positions, Church Clerk, Church Treasurer and Trustees by May 1 5. To present slate of nominees prior to Sunday School Promotion 6. To present additional nominations as needed throughout the year 		
Authority	<ol style="list-style-type: none"> 1. To contact individual members to determine their willingness to serve in selected positions. 		
	<ol style="list-style-type: none"> 2. To present appropriate nominations to the church for approval 		
Reports To	Church		
Staff Contact	Pastor and Other Ministerial Staff as needed.		
Commitment	Hours per Month		Duration or Term
	4 (March – July)		3 Years for At-Large Members
Scheduled Meetings	Twice per month during March through July. As needed during other months		
Recommended Training	None		
Qualifications	Member of ISBC for at least 2 years. Knowledge of church membership and Auxiliary Ministry Organizations' objectives and needs.		

Seq-Rev No.	Nursery Committee		Rev Date 09-01
Committee Members (Year Term Ends)	Jerry & Amy Anders (Chairpersons/Coordinators) Nancy Davis Vicky Eaton Linda Fisher Christina Ketron		
Purpose	To coordinate effort and activities to provide responsible, loving care for children (ages 0 through 3) while parents attend services. Help provide care for other church related activities.		
Responsibilities	<ol style="list-style-type: none"> 1. Keep current on and inform staff and workers of issues related to Nursery. 2. Schedule volunteer and paid workers and provide schedules. 3. Oversee child care ministry with respect to quality of service and adherence to guidelines of ratio of children/care givers, two-adult rule, open-door rule. 4. Maintain proper hygiene with regard to linens, toys and other equipment. 5. Maintain supply of food and other supplies as needed. 6. Establish communication with new members and visitors. Follow up with regular attendees who have been missed in attendance. Visit members with newborns. 7. Monitor area for any needs and to provide feedback to worker regarding adherence to approved practices. 8. Prepare Budget request and request additional funds as needs arise. 		
Authority	Spend budgeted amount for Nursery Needs Propose new procedures and initiate action (subject to approval) to improve operation and enhance the Ministry.		
Reports To	Pastor		
Staff Contact	Nursery Ministry Coordinator		
Commitment	Hours per Month		Duration or Term
	Chair – 32	Members 5	1 year w/option to continue
Scheduled Meetings	1 time per quarter Other called meetings as needed.		
Recommended Training	Familiarization with Nursery Rules and Procedures		
Qualifications	Member of ISBC for at least one year. Concern for Nursery Ministry. Love for and experience with infants and preschool children.		

Seq-Rev No. 00	Personnel Team		Rev Date 10-09
Committee Members (Year Term Ends)	Chairman: Scott Stephens (2000) Jim Belcher (2002) Richard Eaton (2000) Darla Harlow (2002) Carolyn Morley (2000) Wilma Willen (2000) Jim Williams (2000)		
Purpose	To lead Indian Springs Baptist Church in matter relating to employed personnel administration.		
Responsibilities	1. To assist in the employment process of non-exempt employed staff. This includes recruiting, interviewing, and providing a description for the job. 2. To assist search committees/pastor in employment of staff ministers. This includes assuring that a job description has been prepared and determining appropriate salary and benefits 3. To prepare, review and maintain all job descriptions for the employed personnel 4. To survey annually and recommend salary and benefits (including insurance) changes for all employed personnel and ministers. 5. To assist in issues related to job performance of employees. 6. To prepare and maintain all procedures/policies relating to employment and benefits. 7. To be knowledgeable of laws pertaining to wage and salaries, ADA, discrimination, and employment. 8. To assure that all documentation is submitted as required by law.		
Authority	1. To recommend salaries and benefits for all employees and ministers. 2. To bring requests for staff additions to the church. 3. To recommend policy for church staff as related to benefits and employment practices.		
Reports To	Church		
Staff Contact	Pastor		
Commitment	Hours per Month	Duration or Term	
	5 hours	3 Years – Staggered Rotation	
Scheduled Meetings	1. Annually to review salary/benefits. 2. Others as required for personnel matters, job description updates, and assisting in salary/benefits packages for new hires/ministers.		
Recommended Training	Each member will become familiar with the church's personnel policies and procedures.		
Qualifications	1. An interest in and willingness to be involved in personnel issues. 2. Chairperson should be familiar with hiring and employment practices among churches.		

Seq-Rev No. 00	Recreation Team		Rev Date 2/14/02
Team Members	Chairman: Charles Archer (2012) Jeff Hickam (2003) Carvis Harlow (2003)		
Purpose	To provide general direction of Recreational Activities in a manner that will Support the outreach, fellowship and educational ministries of the church.		
Responsibilities	<ol style="list-style-type: none"> 1. To plan, coordinate, and promote team sports. 2. To prepare an annual ministry plan with associated costs and recommend it to the Stewardship Committee 3. To secure and maintain facilities, equipment, and supplies. 4. To provide direction for use of gymnasium and equipment. 5. To promote activities through Sunday School and other ministries of the church. 6. To provide long-range planning for future recreational needs. 7. To coordinate for church-wide events involving recreational facilities. 8. To review guidelines annually and update as necessary. 9. To inform Committee on Committees of changes in policy and procedures. 10. To inform Church Office of Recreation Activities Schedule 		
Authority	To buy equipment and supplies and pay necessary fees to support the Recreational Ministry within the bounds of the amount budgeted for the current year.		
Reports To	Church		
Staff Contact	Minister of Evangelism and Discipleship		
Commitment	Hours per Month	Duration or Term	
	8 (Spring), 4 (Fall), 1 (Winter/Sum)	3 Years (Staggered Rotation)	
Scheduled Meetings	Once per quarter Committee members use e-mail to coordinate activities between meetings.		
Recommended Training	None needed.		
Qualifications	Member of ISBC for at least one year. Concern for Outreach and Fellowship of the church. Have a servant's heart.		

Seq-Rev No. 22-00	Stewardship Committee		Rev Date 09-99
Committee Members (Year Term Ends)	Chairman: Ryan McReynolds Ex Officio: Pastor – Roc Collins Treasurer – Chad Kisner Tim Musick (date) Bill Allen (date) Richard Eaton (date)		
Purpose	To lead the church to accomplish its mission by developing in members an understanding of and commitment to biblical stewardship through a planned, year-round program.		
Responsibilities	<ol style="list-style-type: none"> 1. Encourage and promote personal stewardship within the church 2. Prepare an itemized financial plan to support the ministries of the church 3. Submit the plan to the church for approval at its fourth quarter business meeting 4. Administer the plan by monitoring cash flow, adjust balances as needed, manage expenditures and communicate to the church the financial position in an understandable way and on a regular basis. 5. Provide an adequate financial system by coordinating audits as needed and provide appropriate accounting tools and software 6. Oversee monthly reports prepared for the church 7. Provide consultation to the treasurer on matters of church finances 8. Recommend special offerings to the church for approval 9. Count the offerings weekly or as needed and provide an accounting to the financial administrator 10. Interface with the Building and Special Finance Committees 		
Authority	<ol style="list-style-type: none"> 1. To adjust budget items as needed. 2. To add to or subtract from the financial plan upon recommendation and approval of the church 		
Reports To	The Church		
Staff Contact	Pastor		
Commitment	Hours per Month	Duration or Term	
	2 hours	2 years	
Scheduled Meetings	<ol style="list-style-type: none"> 1. Quarterly 2. As needed to administer the financial plan 		
Recommended Training	None		
Qualifications	<ol style="list-style-type: none"> 1. Accounting background or familiarity with financial plans 2. Familiar with the needs and financial administration of the church 3. Member of ISBC for two years 		

[Seq-Rev No.]	[Name of Team or Ministry]		Rev Date MM/YY
Team Members (Year Term Ends)	Chairman: _____ (200X) _____ (200Y) _____ (200Z) _____ (200Y)		
Objective or Purpose	3. 4.		
Responsibilities	8. 9. 10. 11. 12. 13. 14.		
Authority	3. 4.		
Reports To	[Church] via Ministry Support Deacon Team		
Staff Contact	[Minister of Administration, Pastor, Minister of Music, etc.]		
Commitment	Hours per Month		Duration or Term
	[hours]		[]
Scheduled Meetings	3. 4.		
Recommended Training	[]		
Qualifications	[]		