

SHALLOW WELL CHURCH DUTIES AND RESPONSIBILITIES

Librarian:

The Librarian shall be elected annually and be responsible for the maintenance of the Church Library. He/she shall submit operating policies, book selection policies, and guidelines for gifts to be approved by the Church Council. He/she shall continually evaluate the Library program and its goals.

Historian:

The Historian shall be elected annually and shall keep a written, and when available, pictorial record of the membership, building and other significant information on the Church and its members. This information is to give future members a view of the work of our Church over the years. He/She shall keep in the records a listing of new members, transferring members (in or out), and members lost by death. This information is to be supplied to the Historian by the Church Clerk.

Assistant Church Clerk:

The Assistant Church Clerk shall assist the Church Clerk in the duties of the office of the Church Clerk as requested by the Clerk.

Assistant Church Treasurer:

The Assistant Church Treasurer shall be elected for a term of one (1) year with no limitation on the number of successive terms he/she may serve.

He/she, together with the Treasurer, Financial Secretary, and Assistant Financial Secretary, shall count all the offerings received at the Sunday Morning Worship Services and special offerings, At least two must be present at all times.

He/she shall be authorized to sign a transaction on bank accounts established for the Church in order that necessary disbursement of funds may be made in the absence or unavailability of the Treasurer.

He/she shall assist the Treasurer in the performance of the duties of the Treasurer as requested.

Assistant Financial Secretary:

The Assistant Financial Secretary shall be elected for a term of one (1) year with no limitation on the number of successive terms he/she may serve.

He/she, together with the Treasurer, Financial Secretary, and Assistant Treasurer, shall count all of the offerings received at the Sunday Morning Worship Services and special offerings. At least two must always be present.

He/she shall assist the Financial Secretary in the performance of the duties of the Financial Secretary as requested by the Financial Secretary.

Assistant Children's Department Superintendent:

The Assistant Children's Department Superintendent shall be elected for a term of one (1) year. The following year he/she will move to the position of Superintendent.

He/she shall serve as a member of the Board of Christian Education. (For duties refer to "Children's Department" in this document.)

Acolytes:

Acolytes who are no less than nine (9) years and no more than fourteen (14) years old shall be elected annually. The number elected shall be determined by the Nominating Committee with input from the Acolyte committee. They shall be responsible for the lighting and extinguishing of the altar candles and other duties during the regular worship services held in the Sanctuary and for other occasions as requested by the Pastor or the Board of Deacons. Schedule of duties shall be assigned by the Chairman of the Acolyte Committee which shall provide the proper training for the performance of their duties.

Scouting Coordinator:

Each year a Scouting Coordinator will be elected each year who will be responsible for coordinating the scouting activities of the church sponsored troop(s) with the Scout Master(s).

Association Delegates:

The Deacon may appoint representatives each year to represent the church membership at association meetings:

Association Meeting:

Board of Christian Education:

The Board of Christian Education consists of:

1. Sunday School Superintendent
2. Children's Department Superintendent
3. Assistant Children's Department Superintendent
4. Deacon Board representative
5. Board of Trustees representative
6. Member at large
7. The Youth Pastor(s) and the Pastor(s) serve as ex-officio members.

The Member at Large of the Board is selected by the Nominating Committee and elected by the Church membership annually.

The Committee shall elect its Chairman from its membership.

The Board of Christian Education supervises the entire Christian Education ministry of the Church. The responsibilities include:

- Sponsoring the training of all Sunday School teachers.
- Serving as a search committee for the Youth Pastor position.
- Recruiting of Adult Sunday School teachers members/teachers.
- Evaluating and selecting Sunday School literature and other Christian Education materials.
- Planning and promoting events (Rally Day, etc.) in order to promote attendance and attract new members.
- Providing guidance and assistance to the Children's Department.
- Planning and promoting any special events/programs such as Easter, Halloween, Christmas, etc., as they deem necessary or desirable to promote Christian Education goals. An estimated number of finances needed for these events is to be submitted to the Stewardship-Finance Committee each year for inclusion in the budget for the following year.
- Planning and promoting Vacation Bible School.

Children's Department:

The Children's Department includes Nursery through High School Sunday School Classes. The Children's Department is directed by a Children's Department Superintendent and Assistant Superintendent. The Assistant Superintendent is selected by the Nominating Committee for a one-year term. The following year he/she will move to the position of Superintendent. The Superintendent will serve on the Board of Christian Education and the Church Council. The responsibilities of the Superintendent and Assistant Superintendent includes:

- Supervision of the children's area of the Sunday School to ensure that each class has the necessary supplies, space, equipment, etc. needed to carry on a meaningful program of Christian Education.
- Responsibility for teacher recruitment for the Department and ensure that each class has teachers on Sunday mornings.
- Planning and supervising outside activities for the Department such as Valentine Parties, Easter Egg Hunts, Children's birthday recognitions, Christmas parties/activities, and other special events as they might deem necessary to promote and build the Children's Department program.
- Promotion of attendance in the Department.
- Promotion of outreach activities/programs to attract new students to the Sunday School, etc.
- Providing emotional support/care for any child who becomes ill, etc.

Laymen's Fellowship:

The name of the Fellowship shall be known as the Laymen's Fellowship of Shallow Well Church.

Officers shall be a President, Vice President, Secretary-Treasurer, Food Chairman, and other officers as deemed necessary.

The purpose of the Fellowship shall be to promote fellowship between the men of the Church through breakfast meetings, supper meetings, and other activities throughout the year. The Fellowship's activities will concentrate on spiritual life, social life and stewardship, while being dedicated to serving the cause of Christ both in our Church and our community.

Women's Fellowship:

The name of the Fellowship shall be known as the Women's Fellowship of Shallow Well Church.

The purpose of the Women's Fellowship shall be to cultivate the spirit of Christ in every area of human life; to protect the cause of Nations and to stimulate interest in sacrificial giving; to interest and unite the women in a cooperative program of worship service, education and giving. The six (6) areas of work in the Women's Fellowship are:

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| 1. Spiritual Life | 4. Missionary Education |
| 2. Stewardship | 5. Christian Social Action |
| 3. Christian Education | 6. Friendly Service |

STANDING COMMITTEES:

Ushers Committee:

An appropriate number of ushers shall be elected annually. A Chairperson shall be elected by those elected to serve as ushers. The ushers shall meet worshippers at the Church door, supply them with bulletins, show them to seats, receive the offering, see that the sanctuary is properly lighted and ventilated, and otherwise help in any way possible to make the worship comfortable and happy. The Chairman shall be responsible for ensuring that the altar candles are in a condition to be easily lit by the Acolytes.

Nominating Committee:

The Nominating Committee shall consist of six (6) members, three (3) of whom shall be elected annually for a term of two (2) years. Those elected shall elect a chairperson. No one will be permitted to succeed himself/herself in office, no two (2) members of the same immediate family are to serve on the Committee at the same time. This Committee shall nominate all Church officers, Committee Chairmen, Committee members and official Church representatives for the ensuing year as directed in the Constitution and Standing Rules and present these nominations to the Church Council at an October meeting for approval and recommendation to the Church body for election. The Committee members shall become thoroughly informed of the duties and responsibilities of each office and select those people who are qualified and willing to accept the responsibilities of the office. The Committee will be constantly alert to possible new workers. It will recommend to the Church Council people to fill vacancies as they may occur during the year. Approval of the Church Council is required but election by the Church body is not required.

The Committee shall nominate members for the following positions:

- Church Council Chairman (3-year term – no succession).
- Deacons – (3-year term – 3 elected each year)
- Trustees (3-year terms – 2 elected each year)
- Church Clerk (1-year term)
- Assistant Church Clerk (1-year term)
- Church Treasurer (1-year term)
- Assistant Church Treasurer (1-year term)
- Financial Secretary (1-year term)

Assistant Financial Secretary (1-year term)
Sunday School Superintendent (1-year term)
Sunday School Secretary (1-year term)
Assistant Sunday School Secretary (1-year term)
Assistant Superintendent, Children's Department (1-year term- with understanding that following year will serve as Superintendent)
At Large Member of Board of Christian Education (1-year term)
Ushers (1-year terms)
Nominating Committee (2-year terms – 3 each year)
Memorials Committee (Chairman for 3-year term)
Missions Committee (2-year terms – 2 on even numbered years, 3 on odd numbered years)
Stewardship-Finance Committee – (2-year terms – 3 each year)
Membership Committee (2-year terms – 2 on even numbered years, 3 on odd numbered years)
Nursery Committee (2-year terms – 2 on even numbered years, 3 on odd numbered years)
Hostess Committee (1-year term – number determined by Nominating Committee)
Scholarship Committee (4-year term – 1 each year)
Acolyte Committee (2-year terms – 2 on even numbered years, 3 on odd numbered years)
Librarian (1-year term)
Historian (1-year term)
Acolytes (1-year term – number determined by Nominating Committee)
Scouting Coordinator (1-year term)

Memorial Committee:

The Memorial Committee shall consist of one (1) member. The Nominating Committee shall select this person who shall serve a three (3) year term. This person shall be responsible for receiving, maintaining, and allocating all memorial and special gifts made to the Church. Disbursements shall require the approval of the Memorial Committee and the Stewardship Finance Committee.

Mission Committee:

A Mission Committee shall consist of five (5) members to serve a two (2) year term. Two (2) members shall be elected on even numbered years and three (3) shall be elected on odd numbered years. Those elected shall elect a chairperson. This Committee shall be responsible for:

Obtaining and sharing with the membership information relative to the agencies included in the Church's Missionary Budget.

Scheduling and promoting all offerings for our Church's wider mission (such as Gideon's International, The Breadbasket, The Food Pantry). It will be responsible for coordinating the receiving of these offerings at the sanctuary exits and submitting them to the Church Treasurer together with the total amount received. The Treasurer will remit the offerings to the designated recipients.

Make recommendations to the Chairman of the Stewardship-Finance Committee any information that will be of assistance in preparing the Mission Budget.

Stewardship-Finance Committee:

The Stewardship-Finance Committee shall consist of six (6) members, three (3) of whom shall be elected annually for a term of two (2) years. The committee members shall elect the Chairman. No one will be permitted to succeed himself/herself in office. The Minister and Church Treasurer shall be members ex-officio of this Committee. It shall perform the following duties:

- Define and keep in operation a consistent policy for raising Church revenues.
- Have general supervision of all financial campaigns within the Church including the Harvest Fund campaign which shall be completed no later than October of each year.
- Review and approve all appeals for a special offering or special campaigns in order that giving to the annual budget may not be endangered.
- Prepare a provisional budget for current operations, missions, and benevolences for the following year in consultation with the various departments of the Church. The provisional budget will be submitted in October to the Church Council for approval after which it is to be presented to the Church body for approval within 30 days.
- Approve any bill which may arise that is not included in the budget and to recommend for approval of the Congregation any Committee approved extraordinary expense which exceeds \$8,000.00.

Membership Committee:

A Membership Committee shall consist of five (5) members to serve a (2) year term. Two (2) members shall be elected on even numbered years and three (3) on odd numbered years. Those elected shall elect a chairperson. This Committee shall be responsible for being aware of those people attending our services who are not members and encouraging them to unite with our Church. It shall attempt to contact people in our community who are not affiliated with any local church and extend our invitation for them to worship with our membership. It shall also prepare and make available "visitor packets" to be given out during worship services. It shall be responsible for updating the Church Profile each year.

Nursery Committee:

A Nursery Committee shall consist of three (3) members to serve a two (2) year term. Those elected shall elect a chairperson. This Committee shall be responsible for staffing the Nursery for Sunday School, Sunday Worship services and other services when needed.

Hostess Committee:

A Hostess Committee consisting of as many members as deemed necessary shall be elected annually. Those elected shall elect a chairperson. This Committee shall be responsible for setting up the Fellowship Hall and serving meals on Memorial Day and Rally Day and for maintaining an adequate inventory of kitchen supplies and utensils. It shall respond to other related needs as directed by the Pastor or Board of Deacons.

Scholarship Committee:

A Scholarship Committee shall consist of five (5) members, one of which shall be the Church Treasurer. The members are to be replaced by one (1) each year for a term of four (4) years. Members may be elected for only one (1) successive term. The members of the Committee shall annually elect the Chairman. It shall be the responsibility of this Committee to administer the Scholarship Program according to the guidelines approved by the Church Council. This Committee shall publicize the program, make applications available for distribution, keep the membership informed of the program, and report to the membership the names of those persons who receive scholarships each year. This Committee shall review the guidelines each year and recommend to the Church Council for its approval any changes deemed appropriate or necessary.

Acolyte Committee:

An Acolyte Committee shall be composed of three (3) members to serve a two (2) year term. Two (2) members shall be elected on even numbered years and one (1) shall be elected on odd numbered years. Those elected shall elect a Chairman. This Committee shall be responsible for creating a training program which will be conducted prior to the Acolytes taking office in January of each year. The Committee will establish a schedule of duties and supervise the performance of duties at the regular worship services held in the Sanctuary and/or any other occasions requested by the Pastor or Board of Deacons.

Other Committees:

Other committees may be appointed as deemed necessary by the Church Council Chairman or by the Pastor with the approval of the Church Council.

Changes:

Changes to Duties and Responsibilities may be made at any regular session of the Church Council by a majority vote.