

Chapel in the Pines Committee Roles and Responsibilities

Please note: The intent of this document is not to cover every possible scenario. The responsibilities listed below are meant to illustrate committee activities. The lists are not exhaustive and should be adapted over time based on changing circumstances.

When there is uncertainty over specific responsibilities, the committee chairs related to the issue should work together to develop a solution. If the committees are unable to arrive at an acceptable course of action or are unsure of their roles, the issue should be brought to session for further consideration.

Adult Education Committee

The Adult Education Committee provides continuous, flexible, and varied Christian education for adults of all ages.

Responsibilities include:

- Ensure theologically-sound curricula are available for educational programming
- Invite and encourage members and friends to grow as disciples through participation in Sunday school classes, discussion groups, and study groups
- Pray for Chapel in the Pines and all adult education opportunities

Building and Grounds Committee

Building and Grounds is responsible for the care and maintenance of the building and grounds including any future changes or additions.

Responsibilities include:

- Maintain grounds (lawn, drainage, pathways)
- Improve and maintain landscaping
- Recommend and oversee additions or alterations to the grounds including the playground, signage, fencing, and driveway and parking
- Monitor and maintain building exterior including painting, caulking, sealing, gutter cleaning, repairs and upgrades
- Monitor and maintain building interior including inspections (fire marshal), cleaning, repairs, and wall hangings (for code compliance)
- Periodically review and recommend updates to the Building Use Guidelines
- Pray for Chapel in the Pines and with gratitude for all of our resources

Standing subcommittees include:

Remembrance Garden Subcommittee

The Remembrance Garden Subcommittee is responsible for the oversight of the garden and the columbariums including their sale, upkeep, policies, and related financial management.

Interior Decor Subcommittee

The Interior Decor Subcommittee is responsible for the oversight, planning, policies and maintenance of interior decor (excluding the narthex and sanctuary).

Children and Youth Committee

The Children and Youth Committee helps the congregation fulfill its baptismal vows by providing age-appropriate opportunities for spiritual growth, education, care and nurture for the children and youth of the church.

Responsibilities include:

- Ensure age-appropriate, theologically-sound curricula are available for Sunday School programming
- Pray for Chapel in the Pines and the children of our community

Standing subcommittees include:

Infants and Nursery Subcommittee

- Arrange and coordinate paid and volunteer babysitter schedule for parents with infants up to 3 years of age during worship service or any other times as requested by the pastor or session
- Register children with family contact information, special needs, who can pick up children, food or medication allergies

Children's Church Subcommittee

- Provide theologically-based, age-appropriate crafts, games and activities for preschool aged children during worship service or as requested by the pastor or session
- Solicit and coordinate volunteers for the program

Sunday School Subcommittee

- Provide theologically-based lesson plans, activities and crafts on a weekly basis, in consultation with the pastor, for school-aged children
- Solicit volunteers and coordinate the volunteer schedule for teaching the lesson plans for each weekly lesson

Youth Group Subcommittee

- Provide theologically-based lessons and activities for youth in the congregation (eighth grade through high school) in consultation with the pastor, parents, and the youth intern

Communication and Technology Committee

The Communication and Technology Committee provides support to church staff, committees, and programs to develop, implement, and maintain effective internal and external systems of communications.

Responsibilities include:

- Pray for Chapel in the Pines and that our communication efforts might bear God's grace to the world

Subcommittees may include:

Social Media Subcommittee

- Social networking (Facebook and Twitter)
- Share podcast via social media

Publicity Subcommittee

- Assist other committees with advertising and publicity logistics
- Develop and place press releases and newspaper ads as appropriate
- Encourage other committees to inform the congregation of significant happenings
- Post to local chat lists (Chatham Chatlist, Highland Forest, etc.)
- Create/deploy banners for the Mann's Chapel sign
- Oversee upkeep of bulletin boards

Technology Support Subcommittee

- Administration of website
- Support internal network, internet connection, phones, computers
- Maintain website (including addition of mobile optimized portion)
- Setup and manage Access ACS (for access to member info, contributions, etc.)

Audio Visual Subcommittee

- Audio/visual setup for special events
- Podcast recording, production, and posting
- Operate/maintain audio/hearing loop system operation (level adjustments, batteries, repairs, etc.)

Fellowship Committee

The Fellowship Committee provides frequent and varied opportunities for the Body of Christ to grow together and nurture relationships.

Responsibilities include:

- Plan potluck dinners, congregational field trips, and intergenerational events, activities and gatherings outside of Sunday morning.
- Sunday-morning fellowship time
- Care and upkeep of the kitchen
- Pray for Chapel in the Pines and that God's grace might be evident through our fellowship

Finance and Administration Committee

The Finance and Administration Committee oversees the financial resources and administration of the church as well as the budgeting process to ensure fiscal responsibility.

Responsibilities include:

- Reviews the monthly financial activity of the church and recommends action steps needed to ensure the church is fiscally sound
- Prepares and recommends the annual budget to the Session
- Manages processes and projects that enhance the financial condition of the church
- Maintains documents such as the General Gift Acceptance Policy and Wish List for Designated Giving
- Oversees equipment rental and maintenance contracts (e.g. fire, security, printer, PCs, etc.), office expenses, payroll, utilities, and insurance
- Pray for Chapel in the Pines and that God's gifts to us are used for God's glory

Stewardship Subcommittee

This subcommittee plans and conducts the annual stewardship campaign. The campaign is usually held in the fall and concludes with Dedication Sunday in late November.

Capital Campaign Subcommittee

This subcommittee has conducted two capital campaigns. The first ran from July 2010 to June 2013 and raised \$833,000 to build the church and pay the mortgage for three years. The second campaign began in July 2013 and runs through June 2016, raising \$311,000 including pledges of \$71,000 used to pay off a loan to purchase the church's land, \$13,000 for outreach, and the remainder to make monthly mortgage payments until mid-2016. A third capital campaign is scheduled for 2016.

Auditing Subcommittee

This subcommittee audits financial recordkeeping processes and activities annually. The audit is conducted by qualified members annually. Every third year an external CPA will conduct the audit (the last external audit was conducted in 2014).

Endowment Subcommittee

This subcommittee manages the endowment fund following established by-laws and gifting policies.

Membership and Evangelism Committee

The Membership and Evangelism Committee invites the surrounding community to worship and church activities through promotion and publication of church-related events. The committee also provides a welcoming environment for members, visitors, and guests.

Responsibilities include:

- Publicize worship and special events to the community at large, including postcards at least twice a year
- Provide welcoming materials in the narthex and sanctuary (including name tags and informational brochures, as necessary)
- Write notes to visitors inviting them to return
- Oversee the membership directory
- Work with the pastor on new member classes and welcome packets
- Assign greeters for worship and events
- Conduct an annual review of the church rolls
- Maintain and update the new member board with photos and descriptions
- Review website content and format annually to ensure accuracy and accessibility of information from the perspective of those not familiar with the church
- Pray for Chapel in the Pines, those God sends us, and those to whom we are sent

Mission and Service Committee

The Mission and Service Committee shows forth the love of God by caring for those in need, locally and globally. The committee also educates the congregation and promotes awareness of mission and service opportunities.

Responsibilities include:

- Coordinates local and global mission projects
- Makes announcements about congregational mission involvement and encourages the congregation into active service
- Recommends recipients of the local portions of the denominational special offerings (Peacemaking, Pentecost, One Great Hour of Sharing, and Joy Gift)

- Recommends recipients of the outreach portion of the capital campaign, when necessary
- Pray for Chapel in the Pines and all God's people in need

Peacemaking and Social Justice Subcommittee

This subcommittee promotes action and education regarding peace and justice issues.

Personnel Committee

The Personnel Committee, in coordination with the pastor as head of staff, oversees professional staff including policies, evaluation and support.

Responsibilities include:

- Assists in matters related to employed personnel administration
- Works with the head of staff and other appropriate parties to find, recommend, and hire new employees
- Provide for annual evaluations for all staff on their hire date
- Evaluate staffing needs and make recommendations
- Recommend changes in salary and benefits
- Maintain the personnel manual
- Pray for Chapel in the Pines and all of our staff

Worship Committee

The Worship Committee is responsible for all aspects of sacred worship including music, Holy Communion, special services, liturgical arts, and spoken word.

Responsibilities include:

- Ensure that communion elements are prepared and servers are trained and scheduled
- Recruit, train and schedule readers for worship services
- Recruit, train and schedule volunteers to present the children's message during Sunday worship
- Provide oversight of sanctuary space and elements related to worship
- Plan special events related to worship in coordination with other committees such as Easter brunch with the Fellowship Committee
- Works with worship and music staff to provide inspirational music during worship and for special services
- Recruits and schedules volunteers to greet, pass out bulletins, count attendance, take up collection/Pennies for Hunger, distribute hearing loops as needed
- Arrange for flowers each week in the sanctuary, presentations of poinsettias during Advent, lilies during Lent, and a Chrismon tree
- Recommend guest preachers, as needed
- Make hearing loop headsets available to members/guests each Sunday
- Pray for Chapel in the Pines and all those who worship here

Standing subcommittees include:

Liturgical Art Subcommittee

The Liturgical Art Committee provides for all art and decor within the sanctuary and narthex. These would correspond to the church calendar in general and to specific worship enhancements as suggested by our pastor.