

**ORGANIZATIONAL
COMMITTEE
RESPONSIBILITIES**

COMMITTEES

The committees of the Plainview Baptist Church have been established with the purpose of accomplishing a large myriad of tasks without involving the entire church body in every decision making process. Each committee is charged with fulfilling its given responsibilities under the direction of its own chairman and leadership of the assigned ministerial staff member. Committee members are expected to acquaint themselves fully with the purpose of their committee and to faithfully carryout the tasks assigned to them. Only as we work with one another in harmony can we ever expect God to bless this work and allow us to be the driving force within this community.

It is the responsibility of the church body to pray regularly for all members and the work to which they have been charged. The church body is expected to elect dedicated committee members and to hold them responsible for their work.

Additionally, the body should give each committee the freedom to do its work and be faithful in supporting their decisions.

AUDITING COMMITTEE

The Auditing Committee shall consist of three (3) members and is charged with the task of insuring the financial books of the church are in proper order. The committee shall meet quarterly to accomplish the following:

1. Check the weekly entries of the ledger book against the financial information from the Counting Committee.
2. Check line items for each committee against checks written.
3. Verify that monthly ledger amounts are balanced and carried over to the next month.
4. Verify that the ledger and check books balance with each other.
5. Report their findings at a business meeting following the audit.
 - a. When audit is complete, a letter written as to their findings to retain for the audit committee to make sure certain items have been corrected.
 - b. Make suggestions in letter as to how to correct, if any, findings.
 - c. Their working papers and letter should be maintained for five (5) years.

BENEVOLENCE MINISTRY COMMITTEE

The purpose of this committee is to investigate and distribute to the needy of the church and the community. These may include those having financial crises, at which time the Pastor, a Deacon, and Benevolence Chairperson will make a determination as to their needs i.e. for anyone who has had surgery or have become disabled; widows and widowers unable to care for themselves; and those who have had a death in their family.

1. Prepare an annual budget, develop a food pantry, and receive love offerings.
2. When there is a death in the church family, visit the family to determine their needs. Coordinate with the Sunday School class where they are a member to see if they are planning on performing certain duties, prior to your visit with the family. Discernment in the provision of meals, whether at their home or in the fellowship hall, offer assistance in making funeral arrangements, sit with those who cannot be left alone, and assistance will be provided by a Deacon.
3. Become aware of community agencies that offer assistance to the needy, and personally offer to communicate with them on behalf of the needy.
4. Respect the privacy of all those who receive assistance from the church, preserving their dignity in a loving and compassionate manner.
5. There shall be a lifetime benevolence fund cap for any one church family members of \$500. This may be extended by the benevolence committee with a recommendation to the Stewardship committee for approval. An accurate record must be kept on the families of those we help whether it is a church member/transients.
6. Whenever a request is made for assistance outside the church family, plan to visit the family to assess their needs, ask questions that will give you insight into the depth of their needs, have prayer concerning their needs and then do what you feel God leads you as a committee to do. Never try to give money.
7. Transients often come by our church to receive a handout. Do not give money, but have available transient bags with foods that can be eaten without cooking. Always enclose a church tract. A record book **MUST** be kept on the individuals/families of those we help, because we only help families or individuals one time.
8. In everything you do, always do it in the name of the Lord Jesus.
9. Give a report at the monthly business meeting regarding assistance given and needs of the committee.
10. Thanksgiving and Christmas offer special times for giving. During these times you should check within the church for special needs. Check at local schools, i.e., Ensley, Pine Meadow and McArthur elementary. Distribute names of needy families to Sunday School classes to help in purchasing gifts and food. It is this committee's responsibility to make arrangements with the needy families for pickup of foods baskets and gifts.

NOTE: Some Sunday School classes may prefer to deliver their own.

BUILDING AND GROUNDS COMMITTEE

This committee shall:

1. Consist of six (6) members with at least two being elected each year.
2. Oversee the work of the custodian(s) and groundskeeper.
3. Develop and maintain a Facility Inspection Checklist to assist in task number two (2) above. Inspections will be done at least monthly.
4. Periodically, but at least every two years, review and recommend to the Church Council any need for replacement of locks and/or keys.
5. Develop and maintain a long-range maintenance/replacement plan for all church facilities. Five (5) years will be the minimum.
6. Be responsible for supervising all contract work on church facilities. Multiple bids shall be required on work exceeding \$500.
7. Review and recommend changes to property insurance.
8. Develop a budget each year which allows for proper maintenance and upkeep of all church property and equipment.
9. Maintain an inventory of all equipment and furnishings. This inventory shall be made available to the trustees and filed in the church office.
10. Meet monthly to discuss routine repairs and as often as necessary to handle emergencies.

Adopted by the Church on 12/10/08
Adopted by the Church on 12/16/09

COUNTING COMMITTEE

This committee is tasked with the responsibility of collecting, counting, depositing all monies received through the offering system.

1. The committee will consist of six (6) members who will serve on a rotation basis as prescribed in the church policies.
2. Two members will serve on a monthly basis to accomplish the tasks outlined in the church policies. Each member will serve every third month, four times a year.
3. There shall be two (2) alternate members to serve on this committee when needed.)
4. Since members will be handling the gifts of other church members, **IT IS IMPERATIVE** that each one be selected on their level of maturity and ability to maintain complete confidence.
5. The committees' responsibilities shall be under the authority of the Church Stewardship Committee.
6. Post to individual accounts from envelopes into the computer program.
7. Responsible at end of quarter and/or year to pull "contribution" records for each individual.

See Church Policies, "Collecting and Counting Monies, Page 18-19.

FACILITIES PLANNING AND IMPROVEMENT COMMITTEE

This committee is a “special” committee formed to assist the church in developing a master plot plan, and to make recommendations for changes and improvements in the church facilities.

Specifically, this committee shall:

1. Consist of at least six (6) members nominated by the Church Council and elected by the church.
2. Serve on an indefinite basis with no rotation. The Church Council may make periodic recommendations for replacement or additions.
3. Analyze the specific needs of the church with the assistance of either an architect or building contractor, or both.
4. Develop goals to meet needs and specific strategies to reach goals.
5. Have 3% of the non-budgeted receipts set aside for their work. All plans must receive approval of the church.
6. Maintain complete and accurate minutes of all meetings.

FLOWER COMMITTEE

This committee shall consist of at least three members who serve on the rotation schedule. Specifically, this committee shall:

1. Work with the church secretary in arranging for the placement of flowers in the sanctuary for each Sunday service. This is normally accomplished by placing a sign-up sheet in the foyer at the beginning of each year.
2. See that silk arrangements are placed on the communion table prior to the Wednesday evening service. These are donated and kept in the side choir loft room.
3. Be responsible for ensuring nice living plants are placed in the sanctuary and rotated on a regular basis for long life. Watering of these plants will also be the responsibility of this committee.
4. Decorate the sanctuary for special holidays and occasions.
5. Establish an annual budget to include the replacement of unhealthy or dead plants, arrangements for “open” and special Sundays, and seasonal decorations.

HOSPITALITY COMMITTEE

This committee shall be responsible for all church-wide fellowships and is chaired by the Church Hostess. Specifically, this committee shall:

1. Meet regularly for proper planning of fellowships. Always prior to a major functions.
2. Prepare drinks, e.g. coffee, tea, lemonade, prior to the function.
3. Insure there is adequate ice for the function.
4. Make all necessary paper goods and utensils available to all attendees.
5. Provide a clean, large garbage can for used paper goods.
6. Serve food or drinks, as required. To be determined at your meeting.
7. Clean off tables and chairs following the fellowship and vacuum.
8. Sweep and vacuum as needed.
9. Some events will require your presence an hour or more before the function begins. The Hostess will give instructions at your meeting prior to the event

Good planning and dependability are keys to a good event.

LIBRARY COMMITTEE

This committee shall consist of three (3) members who serve under the supervision of the Librarian on a rotation basis. Specifically, this committee shall:

1. Record all books given to or purchased by the church by Title, Author, Publishing date, and Donor in the Log Book.
2. Assign the proper accession number to each book logged.
3. Complete a catalog (filing) card for each logged book by the Title, Author, and Subject.
4. Insure each logged book has a check out card.
5. Establish an annual budget for updating the library and purchasing new books and other media, as appropriate.
6. Review the inventory annually for excessively worn and outdated materials (books, magazines, maps, pictures, etc.).

MINISTERIAL STAFF SEARCH COMMITTEE

See the following references:

Constitution/Bylaws, Article V, Section 2

Constitution/Bylaws, Article IX, Section 2

Constitution/Bylaws, Article X, Section 1, (f)

Policies and Procedures, Personnel, II

MUSIC COMMITTEE

This committee shall consist of active participants of the choir. Specifically, this committee shall:

1. Establish choir guidelines.
2. Review choir guidelines annually and recommend changes to the choir.
3. Assist in the selection of appropriate music for special events. This shall be done well in advance of the event.
4. Determine needs for the music ministry. This shall include, but not limited to, sound equipment, robes, etc.
5. Make arrangements for special music groups. This will require proper coordination with the publicity committee.
6. Help promote unity and well being of the choir, including socials and retreats.
7. Work with the drama director for special programs and services.

NOMINATING COMMITTEE

This committee shall consist of active participants of the church. (See Page 15, Committees) Specifically, this committee shall:

1. Lead in staffing all church-elected positions filled by volunteers. These shall include but not limited to organizations and committees other than those excluded in the Bylaws
2. Discover potential workers by use of a Service Survey.
3. Prayerfully screen potential workers for each position prior asking for a commitment to serve.
4. Fill leadership positions according to priority.
5. Present all nominations to the church for approval.
6. Insure prospective leaders understand the importance and great significance of serving the Lord and His church faithfully.

NURSERY COMMITTEE

This committee shall consist of the Nursery Coordinator as Chairman, the Pre-School Sunday School and Discipleship Training Directors, and an enlisted parent of a nursery child. Specifically, this committee shall:

1. Be responsible for providing an atmosphere of Christian love and care to every bed baby and toddler in the nursery.
2. Assist the Coordinator in arranging the nursery to be open and adequately staffed for the Sunday and Wednesday services and other special services planned by the church.
3. Insure the nursery is properly maintained and in operating order.
4. Coordinate the use of the nursery with various church activities.
5. Meet at least quarterly to review the needs of the nursery regarding furniture purchases/repairs, toys, supplies, literature, and the facilities.
6. Plan an annual budget and work through the Stewardship Committee for special purchases.
7. Review and update church Nursery Policies as needed.
8. Work with the staff member responsible for education.
9. Be represented on the Church Council by the Nursery Coordinator.

Adopted by the Church on 12/10/08
Adopted by the Church on 02/16/11

PASTOR AND MINISTER OF MUSIC BENEFITS COMMITTEE

This “select committee” shall be charged with:

1. Reviewing all compensation and benefits of the ministerial staff.
2. Making any and all necessary recommended adjustments concerning the ministerial staff's benefits to the Stewardship Committee prior to presenting to the church; and
3. Any Adjustments to compensation and benefits shall take effect on the Church's fiscal year beginning on January 1; and
4. Accomplishing these tasks at least once annually during the fourth fiscal quarter, but as often as the need arises.

This committee shall consist of the following:

1. Deacon Chairman
2. Stewardship Committee Chairman
3. Personnel Committee Chairman
4. Pastor Appointee (one year term)
5. Member At-Large (one year term)

In the event any one person is fulfilling two of the first three positions, then the church shall elect another member at-large.

PASTOR SEARCH COMMITTEE

See the following references:

Constitution/Bylaws, Article IX, Section 1

Policies and Procedures, Pastor Search: Committee Selection and Function

Adopted by the Church on 12/10/08
Adopted by the Church on 06/16/10
Adopted by the Church on 02/16/11

PERSONNEL COMMITTEE

This committee shall consist of six (6) members and serve on a rotating basis. Specifically, the committee shall:

1. Prepare and update job descriptions for non-ministerial staff. This shall be accomplished as often as is appropriate.
2. Interview candidates, make recommendations for hiring and/or firing, and evaluating non-ministerial staff deemed necessary by the church.
3. Be a good steward of the church's investment of time and money
4. No church member who is a paid employee of the church may serve on this committee. It could create a conflict of interest.
5. Prior to presenting to the church, it must come before the Stewardship Committee then recommended for church approval a salary package for all non-ministerial staff.
6. Any adjustments to compensation and/or benefits for any non-ministerial staff, by this committee, with approval by the Church shall take effect on the Church's next fiscal year, January 1.
7. Work to resolve all grievances which might arise with non-ministerial staff and make recommendations to the church as necessary.
8. Keep accurate records of all recommendations, changes in job descriptions, and grievances.
9. The Chairperson of this committee shall do all the background checks for new employees and/or teaching positions working with children/youth. See page 8, Article XIII-General, Section 3.

POLICY AND BYLAWS COMMITTEE

The purpose of this committee is to prepare and recommend to the church as Constitution/bylaws, policies and procedures, and any changes or revisions related to them. Specifically, the committee shall:

1. Decide what should be included in the church constitution/bylaws.
2. Compile statements related to all areas of the constitution/bylaws.
3. Present and recommend to the church the proposed constitution/bylaws and any changes or revisions related thereto.
4. Compile all policies and procedures on church functions and operation. This will require coordination with all other committees and organizations.
5. Compile all job descriptions for staff, committees, organizations, etc.
6. Develop and maintain a Church Administrative Manual which includes, but not limited to, all items listed in this job description.
7. Review the Administrative Manual at least annually and update accordingly.
8. Policies shall be developed and recommended by each committee, organization or position to which they relate.

PUBLICITY COMMITTEE

This committee shall consist of at least three (3) members and serve on a rotating basis. Specifically, this committee shall:

1. Insure all special events of the church are properly and adequately advertised in appropriate media. These may include "The Plain View", "The Florida Baptist Witness", local newspaper, etc.
2. Update the church marquee on a regular basis. This shall include posting upcoming events and insuring past events is removed immediately. Quotes and adages should not be left up for more than two weeks.
3. Advertise our services in the local newspaper every two months or at least quarterly.
4. Provide other publicity as required by the pastor or church council.

RECREATION COMMITTEE

1. This committee shall consist of at least three members with a new member being elected each year.
2. This committee shall, in cooperation with the church staff, promote a recreational program for all age groups as desired by the church.
3. The committee shall represent the church in all intra-church and community recreational activities.
4. This committee shall establish a budget for each year.
5. This committee shall report to the church at least quarterly.

Adopted by the Church on 12/10/08
Adopted by the Church on 12/16/09

STEWARDSHIP COMMITTEE

Stewardship: We believe that God, the Creator and Owner of all things, has entrusted to us as Christians our lives, time, talents, influence, material wealth, and all things whatsoever we possess. As a steward of these things we are to administer them under the will of God for the purposes of Jesus Christ. In definite expression of this stewardship, we are to contribute systematically and proportionately of the gifts He has given us. Through these gifts, we support our church and its mission, Psalm 24:1; 1Chronicles 29:11; 1 Corinthians 16:2; Leviticus 27:30; 2 Corinthians 8:12, 9:6-7; Exodus 35:22.

Stewardship:

This committee shall consist of six (6) members and serve on a rotating basis. This committee shall administer the word of Jesus Christ, and serve as the financial manager of the Church. Specifically;

1. The committee is responsible for implementing plans to develop the ministry of stewardship within our church.
2. The committee is responsible for developing Christian people into Christian managers of all that God has entrusted to them.
3. The committee will demonstrate responsible stewardship through proper handling of all church resources, being constantly reminded of the mission of the church.
4. The committee shall be divided into three areas of responsibility known as sections:
 - a. **Education** – to develop an understanding of and commitment to the Biblical concepts of individual and corporate stewardship by developing and recommending emphases and activities to teach stewardship and communicate to the membership what the mission of the church is, using existing channels of the church. The deacon on this committee will perform the education.
 - b. **Budget** – to develop an understanding of and commitment to the Biblical concepts of individual and corporate stewardship by discovering ways to plan and support church ministries through budget development, promotion, and commitment.
 - c. **Accounting** – to develop an understanding of and commitment to the Biblical concepts of individual and corporate stewardship by insuring that sound procedures are instituted for receiving, counting, depositing, disbursing, and reporting gifts of the church membership.
5. The committee is led by the Stewardship Chairman, who shall be responsible for the overall development of this ministry. He/she shall be elected by the church annually and shall serve as a member of the Church Council.
6. The Stewardship Chairman, as well as the Treasurer, shall be a tither and faithful supporter of the church and her ministries.
7. No person shall serve as both Stewardship Chairman and Treasurer concurrently.
8. The Stewardship Chairman and the Treasurer may serve up to three (3) consecutive years but must be elected annually.
9. One member of this committee shall be selected to serve as Assistant Treasurer.

TRUSTEES

1. The Trustees shall consist of a least three (3) members who serve as the legal officers of the church. They shall hold in trust the church property.
2. This group, with the specific vote of the church, shall have the power to buy, sell, mortgage, lease, or transfer any church property.
3. They shall sign all legal documents involving the sale, mortgage, purchase, or rental of property, and other legal documents related to church-approved matters.
4. The Trustees shall serve on a rotation basis with at least one new member being elected each year.
5. They shall meet at least quarterly to give a report to the church.

USHER COMMITTEE

1. The Usher Committee member should be committed to Christ and the church, faithfully fulfilling the duties assigned.
2. The committee member should dress appropriately for greeting and ushering in the Sunday services. Morning worship requires a coat and tie. As a rule, nice dress clothes should be worn for the Evening Worship service.
3. As a greeter you will meet and greet members and guests as they enter the church-extending a handshake, a smile and a bulletin. Remember, you may very well be the deciding factor in someone returning to our church or desiring to know Christ.
4. Be willing to escort guests to a seat as needed.
5. Monitor the foyer and doors to the sanctuary, ensuring they are closed and that no one enters during prayer or Bible reading. If they do enter, encourage them not to take their seats until prayer and/or Bible reading are concluded. You must use wisdom and discretion when dealing with people.
6. Be responsible for enlisting and instructing ushers and greeters who will serve at all services of the church. The committee shall meet to discuss the schedule of who will be responsible for enlisting and instructing at each service. If this is done a month in advance, then it can be published in the newsletter to serve as a reminder.
7. Be in charge of collecting tithes and offerings on your designated Sunday; designate an usher to offer the offertory prayer. Instruct in advance of the service the section each usher will be responsible for collecting the offerings.
8. Be willing to assist in any emergency during the church services, such as illnesses, relaying messages, checking the Nursery, etc.
9. Be willing to assist the pastor and leadership in any way needed.
10. Youth should be utilized on a regular basis during the evening service as greeter or usher. Plan with the Youth Director in advance.

VAN COMMITTEE

The Van Committee shall consist of three (3) members. Specifically, the committee shall:

1. Develop and adhere to a maintenance schedule for the church van(s). It shall be the committees' job to see that the oil is changed routinely, all other fluids are maintained at proper levels, tires are rotated and balanced regularly, and the vehicle kept clean inside and out.
2. Oversee the upkeep and insure the proper use of the church van(s).
3. Develop an annual budget for the routine care of the van(s).
4. Insure that all groups using the van have proper credentials and that they are aware of their responsibility while using the van.
5. Insure the church is aware of REQUEST FORMS for use of the van. (Call the Secretary to place on the Church Calendar.) See Pg. 38, Church Van Policy.
6. Develop and regularly review the TRIP REPORT FORMS for necessary changes.
7. Insure there are always adequate TRIP REPORT FORMS available in the van.
8. Review TRIP REPORT FORMS on a weekly basis to screen needed repairs and see that repairs are taken care of expeditiously.
9. Insure the van is being used exclusively by members of this church and not for any personal use.

CHURCH BROTHERHOOD

Brotherhood has the responsibility to help our church involve men, young men, and boys in missions. The special ways this is accomplished are: engaging in missions activities; teaching missions; praying for and giving to missions; developing personal ministry; and interpreting and under girding the work of the church and denomination. Brotherhood seeks to develop a fellowship of believers bound together in Christian love and common purpose to make possible ministry to others and involvement in missions-evangelism.

Church Brotherhood is led by the Brotherhood Director who provides organization, leadership, and resources to carry out Brotherhood work. Total Brotherhood work includes Royal Ambassadors, Challengers, and Adults in Missions, World Changers, and Men's Ministries.

The Director:

1. Leads in establishing Brotherhood age-level units.
2. Develops a plan for training Brotherhood leaders.
3. Leads total Brotherhood planning, coordination, and evaluation.
4. Represents Brotherhood on the Church Council.
5. Reports regularly to the church on all Brotherhood work.
6. Develops and recommends Brotherhood budgets, policies & procedures.
7. Works with Brotherhood leadership to discover mission's needs and discover and channel member's gifts in ministry.
8. Leads men and boys to participate in missions learning experiences and missions activities.
9. Leads in coordinating the selection of mission's areas to be taught and the ordering of Brotherhood curriculum materials and supplies.
10. Leads in implementing special projects of the church.
11. Works with WMU director in planning and conducting church wide projects such as Home and Foreign Mission Studies, weeks of prayer mission's offerings, and mission action.
12. Leads the church to participate in World Missions Conferences planned by the association.

Resources: Baptist Brotherhood; Beginning Baptist Men; Beginning Royal Ambassadors

DISCIPLESHIP MINISTRY

Discipleship Ministry is led by the Discipleship Ministry Director who is responsible to the church for all phases of Discipleship Ministry work. The Director will look to the pastor and/or the minister of education for counsel and leadership. Good administrative and relational skills are important.

The purpose for Discipleship Ministry is to provide life changing learning experiences for believers of all ages and backgrounds, enabling them to live distinctive Christian lives, and prepare church members to assume leadership and ministry responsibilities in the home, church, and community.

1. Challenge people to be involved in discipleship experiences.
2. Coordinate the enlistment of discipleship leaders.
3. Meet regularly, monthly/quarterly, with leadership team leaders for planning and communication.
4. Look for opportunities to involve all ages of believers in discipleship ministry.
5. Affirm and encourage discipleship leaders.
6. Serve as a member of the Church Council.

Adopted by the Church on 12/10/08

SUNDAY SCHOOL

Sunday School is the foundational strategy for Plainview Baptist Church for leading people to faith in the Lord Jesus Christ, deepening and transforming their lives in evangelism, discipleship, ministry, fellowship, and worship.

The church – consists of those who have been and are being transformed in Christ, for here and eternity. Sunday School is a strategy of the church to be on kingdom mission with Him, and is characterized by five essential functions. These functions grow out of the Great Commission (Matthew 28: 08-20) and are evident in the New Testament church as seen in Acts 2:42-47. These five essential functions are:

1. Evangelism – believers sharing the gospel with the lost;
2. Discipleship – a process that begins after conversion in which the believer grows to become more Christ like in every area of life;
3. Ministry – meeting another person’s needs in the name of Jesus Christ;
4. Fellowship – a oneness of believers that comes from their common relationship in Jesus Christ;
5. Worship – encountering God in a meaningful, spiritual way and showing adoration and reverence for Him.

Duties of the Sunday School Director:

Basic Role

The Sunday School Director serves as the general administrative leader of the Sunday School ministry. This person is responsible for coordinating the work of all Sunday School classes, departments, and other Bible study groups toward the main objective of Plainview’s Sunday School ministry. He/she leads the Sunday School Planning Team in planning, organizing, enlisting and equipping leaders and in mobilizing members to achieve goals towards the stated objectives.

Responsibilities:

1. Meet regularly with the pastor and minister of education to evaluate the work of the Sunday School and set agenda for Sunday School Planning Team meetings.
2. Lead the Sunday School Planning Team meetings.
3. Communicate goals and actions to Sunday School leaders and participants and evaluate progress.
4. Lead in an effective organization that facilitates spiritual transformation.
5. Lead in efforts to enlist participants into service and developing (training) new leaders.
6. Lead in evaluating needs related to space, budget, Bible study curriculum, supplies, and other resources; recommend needed actions.
7. Set a positive example for others by living as an authentic witness of Christ and through full involvement in the life and ministry of the church.
8. Develop and support the outreach-evangelism program of the Sunday School.
9. Serve as a member of the Church Council.
10. If a Sunday School teacher is to be out it is their responsibility to notify the Sunday School Director to fill their position.
11. Proper records are to be provided to each class, i.e. visitor forms, enrollment forms, Sunday

School prospect records, etc. in their class envelope.

WOMAN'S MISSIONARY UNION

The Woman's Missionary Union (WMU) works to lead individuals in the church to join hands with God and others to make a difference by accomplishing the following objectives:

1. Learning about God, growing spiritually, and becoming involved in His work.
2. Choosing ways and times to be involved in missions, as led by the Holy Spirit.
3. Recognizing the diversity of peoples, churches, cultures, and traditions while practicing Christlike inclusiveness.
4. Building and experiencing community in the Church that enables one to minister and witness to others.
5. Recognizing women's unique ability and responsibility to minister and witness to other women, locally and globally.
6. Expanding their awareness of child advocacy issues and becoming an advocate for preschoolers, children, and youth.

The WMU is led by the WMU Director who will offer guidance to and insure that the Assistant WMU Director and WMU Churchwide Missions Coordinator are properly trained. Additionally the director will see that the pastor or staff representative understands his role on the team and has a general understanding of the responsibilities of other WMU leadership.

The Assistant WMU Director will insure that the age-level coordinators and directors are trained.*

Age-level Coordinators or director will insure that all leadership within their age level is trained.*

*Responsibility of the director if these positions are not filled.

The WMU Director will oversee the formation and organization of the following age groups as necessitated by the church:

1. Women on Mission
2. Baptist Women
3. Adults on Mission
4. Acteens
5. Youth on Mission
6. Girls in Action
7. Children in Action
8. Mission Friends

The WMU Director shall represent the WMU on the Church Council and report regularly to the church concerning mission activities. The Director shall also be responsible for developing an annual budget, policies and procedures.

RESOURCES: WMU YEAR BOOK; WOMAN' MISSIONARY UNION GUIDE; CELEBRATE MISSIONS GROWTH; HAND IN HAND

