

Green Acres Baptist Church
Committee Descriptions

BENEVOLENCE COMMITTEE..... 3
BUILDING, EQUIPMENT AND GROUNDS COMMITTEE 4
CHILDREN’S COMMITTEE 5
COMMITTEE ON COMMITTEES 6
BROADCAST COMMITTEE..... 7
DEACON SELECTION COMMITTEE 8
EARLY EDUCATION CENTER COMMITTEE..... 9
FINANCE COMMITTEE 10
GREEN ACRES SOUTH COMMITTEE 11
INSURANCE COMMITTEE..... 12
INTERIORS COMMITTEE..... 13
MISSIONS COMMITTEE 14
WORSHIP COMMITTEE..... 15
RETREAT CENTER COMMITTEE 16
PERSONNEL COMMITTEE..... 17
PLANS AND SURVEY COMMITTEE..... 18
RECREATION COMMITTEE 19
SCHOLARSHIP COMMITTEE 20
STUDENT COMMITTEE..... 21
TECHNICAL SERVICES COMMITTEE 22
TRANSPORTATION COMMITTEE 23
TRUSTEES..... 24

MINISTRY TEAMS

BAPTISM MINISTRY TEAM..... 26
BLOOD AND ORGAN DONOR MINISTRY TEAM 27
INTERCESSORY PRAYER MINISTRY TEAM 28
INTERCESSORY PRAYER MINISTRY TEAM 29
KITCHEN MINISTRY TEAM 30
LORD'S SUPPER MINISTRY TEAM 31

MISSIONARY HOME MINISTRY TEAM 32
FORERUNNERS MINISTRY TEAM..... 33
SOCIAL MINISTRY TEAM 34

BENEVOLENCE COMMITTEE

PURPOSE: To work with the ministerial staff in assessing benevolence needs brought to the attention of the church and to take action to meet those needs.

MEMBERSHIP: A minimum of six (6) members shall serve on the Benevolence Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Stewardship Director is an ex-officio member of this committee.

DUTIES: Working with the Stewardship Director, the Benevolence Committee has as its duties the following:

1. Recommend policies and guidelines relating to the disbursing of funds for benevolence purposes.
2. Meet as needed to consider large or long-term needs.
3. Coordinate the church's benevolence work outside its church membership with other benevolent organizations such as PATH.

BUILDING, EQUIPMENT AND GROUNDS COMMITTEE

PURPOSE: To maintain the church's buildings and grounds to high standard of attractiveness and safety and thus enhance worship and ministry.

MEMBERSHIP: A minimum of six (6) members shall serve on the Building, Equipment and Grounds Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Stewardship Director and Facilities Manager are ex-officio members of this committee.

DUTIES: Working with the Stewardship Director and the Facilities Manager, the Building, Equipment and Grounds Committee has as its duties the following:

1. Assess maintenance, repair, and equipment needs relating to the physical plant, including the church's rental properties.
2. Solicit and award bids for needed maintenance, repairs, and equipment according to church policy, and when appropriate, participate with the Stewardship Director in the negotiation of contracts for all work to be completed.
3. Assist the Facilities Manager in overseeing contracted work and authorizing payment for work completed.
4. Assist the Facilities Manager in administering the building, equipment and grounds budget line items.
5. Develop and implement a master maintenance plan for the church's physical plant including a preventative maintenance program.
6. Prepare and submit a building, equipment and grounds budget for inclusion in the annual church budget.

CHILDREN'S COMMITTEE

PURPOSE: To join the Children's Minister in conducting an effective Christ-centered program for infants, preschool and children in school grades kindergarten through the sixth grade. This committee is to provide additional direction in various aspects of the Children's Ministry and to be a positive means of communication with parents of children and other church members. This committee is responsible for the endorsement of the overall church children's program and the recommendations of the budget funds for the program.

MEMBERSHIP: A minimum of six (6) members shall serve on the committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Children's Minister and Children's Coordinators are ex-officio members of this committee.

DUTIES: Working in concert with the Children's Minister, the Children's Committee has as its duties the following:

1. Develop a Christ-centered children's program to cater to the member and nonmember.
2. Prepare and recommend to the Finance Committee the annual children's activities budget and any subsequent additions to the budget.
3. Monitor and assess the children's activities to assure the program is meeting the overall needs of children.
4. Counsel and support the Children's Minister and serve as goodwill ambassadors for the children's program.
5. Encourage and solicit the support of parents of children and children workers.
6. Develop an effective Parents-of-Children Ministry.
7. Organize and lead Parent/Children retreats, conferences, workshops, etc.

COMMITTEE ON COMMITTEES

PURPOSE: To nominate and enlist persons to serve faithfully and regularly on the committees of the church.

MEMBERSHIP: A minimum of six (6) members shall serve on the Committee on Committees with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Senior Associate Pastor and Deacon Chairman are ex-officio members of this committee.

DUTIES: Working with the Senior Associate Pastor, the Committee on Committees Committee has as its duties the following:

1. Secure names of prospective committee members by surveying the church membership in August and September.
2. Select members and chairmen for all committees and recommend these to the church for approval.
3. Assist all committees in updating their committee descriptions.
4. Fill vacancies on church committees within one month of the resignation or termination of a member.
5. The report of this committee should be adopted by the church in November so that the new committees may organize by January 1 each year.

BROADCAST COMMITTEE

PURPOSE: To work with the Director of Broadcast Ministries to assist the workers in the following emphasis areas: Guide in the (1) Acoustical, Sound Reinforcement and Lighting needs of GABC buildings, (2) Broadcast Audio, (3) Television, (4) Lighting, (5) Internet and (6) Discover Life Tape Ministry. This committee is responsible for the endorsement of the overall church broadcast and the recommendations and monitoring of the budget funds for the Broadcast Ministry.

MEMBERSHIP: A minimum of five (5) members shall serve on the Broadcast Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Director of Broadcast Ministries is an ex-officio member of this committee.

DUTIES: Working with the Director of Broadcast Ministries, the Broadcast Committee has as its duties the following:

1. Make recommendations as to major Broadcast/Audio/TV/Lighting/Internet purchases, maintenance needs, policies, and improvements.
2. Make recommendations as to major purchases, maintenance, policies and improvements in the Broadcast/Audio/TV/Lighting/Internet equipment areas, and the Discover Life Tape Ministry.
3. Keep adequate historical video files in order to record the church's progress.
4. *Responsible for guiding and consulting with all building committees and architects to insure that the two broadcast principles of "hearing" and "seeing" be the major philosophies in the design and the selection of construction materials. Any building design, its specifications and all decisions pertaining to the building or project should revolve around these two principles and be approved by this committee.

*Note: It was passed in church conference March, 1990, that future buildings should have adequate: (1) room acoustics, (2) sound reinforcement systems, (3) lighting systems, and (4) space for storage and operation of such systems.

DEACON SELECTION COMMITTEE

PURPOSE: To interview and recommend to the deacons and to the church men to be ordained as deacons and new church members who are ordained deacons to begin active service as a deacon.

MEMBERSHIP: A minimum of nine (9) members shall serve on the Deacon Selection Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Pastor and Deacon Chairman are ex-officio members of this committee.

DUTIES: Working with the Pastor, the Deacon Selection Committee has as its duties the following:

1. Receive counsel from the Pastor and deacon chairman regarding the need for additional deacons.
2. When the need arises, determine names of prospective deacons and present this list to the staff and deacon officers for their evaluation.
- 3.* Unordained men must have been a member of GABC for a minimum of three (3) full years before being considered to serve as a deacon.
4. Determine a list of names to be interviewed and complete the interview process.
5. Submit the final list of names to the deacons and church for approval.
6. Maintain a list of all members who are ordained deacons. Those who have been members of our church for at least one year should be considered for activation.

* Approved by Deacons 3-20-01

EARLY EDUCATION CENTER COMMITTEE

PURPOSE: To serve as liaison between the church and the Early Education Center. The committee will work with the EEC Director in the administration and coordination of the faculty and counsel with the EEC Director on budget and finance matters.

MEMBERSHIP: A minimum of six (6) members shall serve on the Early Education Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The EEC Director and the Minister to Children are ex-officio members of this committee.

DUTIES: Working with the EEC Director, the EEC Committee has as its duties the following:

1. Determine policies and procedures for operating and administering the program which reflect the purpose and philosophy of the EEC.
2. Assist the EEC Director in developing a workable budget.
3. Assist the EEC Director in compliance with legal and licensing requirements.
4. Assist in efforts to inform, involve, and educate church members and the community about the program.
5. Assist in efforts to establish and maintain good relationships between the EEC and other church programs.
6. Review reports and records to ensure proper operation of the program.
7. Report regularly to the church about the work of the weekday education program.
8. Meet at least quarterly with the EEC Director to ensure good communication.

FINANCE COMMITTEE

PURPOSE: To oversee the financial operations of the Church.

MEMBERSHIP: Eleven total members consisting of six (6) at-large members with each serving a staggered three-year term. Other members include the Deacon Chairman, Personnel Committee Chairman, Building Equipment and Grounds Committee Chairman, Missions Committee Chairman and Church Treasurer. Every member of the Finance Committee should be a professed tither to Green Acres Baptist Church. The Ex-officio staff member is the Stewardship Director.

DUTIES:

1. Oversee the administration of the adopted church budget.
2. Review and recommend the approval of the monthly financial statement before presentation to the church for approval.
3. When necessary, recommend the establishment of priorities for payment of certain expenditures or their delay.
4. Recommend an accounting firm for the annual review of the church's financial condition and its income and expenses.
5. Serve as the annual Budget Planning Committee under the leadership of a chairman, other than the Finance Committee Chairman, selected from the committee for the purpose of creating a budget based on ministry area requests and anticipated receipts for the following year.
6. Review current operations to assure adherence to the established financial policies of the church.
7. Review existing financial policies when necessary and recommend revisions or new policies.
8. Review, establish and implement procedures to assure the safe handling of all funds entrusted to the church.

GREEN ACRES SOUTH COMMITTEE

PURPOSE: To provide supervision and oversight for the Green Acres South congregation.

MEMBERSHIP: According to the Covenant of Congregational Merger executed between Oakbrook Baptist Church and Green Acres Baptist Church, this committee shall be comprised of six members. Two of the members shall be current pastors of Oakbrook (now Green Acres South) and Green Acres Baptist. These two men will serve as ex-officio members of the committee and will not be eligible to serve as chairman. The remaining four members shall be comprised of two who minister and serve at Green Acres South location and two who primarily minister and serve at the Green Acres main campus. These four members shall be elected to serve until further notice.

DUTIES: The Green Acres South Committee will provide supervision and oversight for the ministry at Green Acres Baptist Church South. Some of the duties include the following:

1. Make recommendations to the Finance Committee and GABC congregation about GABC South expenditures.
2. Develop the annual budget for the GABC South congregation.
3. Study and develop a master plan for future development for GABC South.
4. Be available to respond to the concerns and needs of the GABC South congregation.
5. Develop a comprehensive plan for continued growth and health of the GABC South congregation.

INSURANCE COMMITTEE

PURPOSE: To oversee the church's insurance needs and assure that adequate coverage is in effect at all times.

MEMBERSHIP: A minimum of six (6) members shall serve on the Insurance Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Stewardship Director is an ex-officio member of this committee.

DUTIES: Working with the Stewardship Director, the Insurance Committee has as its duties the following:

1. Annually review and approve all insurance coverage.
2. Solicit bids as deemed necessary for the church's insurance.
3. Prepare and submit an insurance budget for inclusion in the annual church budget.
4. Assure that risk management recommendations made by the insurance carriers are implemented.
5. All changes in the church's major medical insurance for employees require approval by the Personnel Committee.

INTERIORS COMMITTEE

PURPOSE: To coordinate the permanent décor and furnishings of public areas of the GABC Worship Center.

MEMBERSHIP: A minimum of five (5) members shall serve on the Interiors Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Senior Associate Pastor is an ex-officio member of this committee.

DUTIES: Working with the Senior Associate Pastor, the Interiors Committee has as its duties the following:

1. To recommend the purchase of permanent furnishings and seasonal decorations for use in the Worship Center.
2. To recommend the replacement or updating of permanent furnishings and decorative elements in public areas of the Worship Center.
3. To approve or disapprove the acceptance and installation of any donated items intended for display or inclusion in the Worship Center.

MISSIONS COMMITTEE

PURPOSE: To enable the church to fulfill the Great commission, locally in cooperation with the Smith County Baptist Association and the Baptist General Convention of Texas, nationally in cooperation with the Home Mission Board, and internationally in cooperation with the Foreign Mission Board (Southern Baptist Convention).

MEMBERSHIP: A minimum of five (5) members shall serve on the Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Associate Pastor for Missions & Evangelism is an ex-officio member of this committee.

DUTIES: Working with the Associate Pastor for Missions & Evangelism the Missions Committee has as its duties the following:

1. Oversee mission churches and pastors.
2. Recommend to the church mission involvement and approve all mission partnerships, trips and participants, church building and other construction.
3. Recommend to the church World Mission Offering goals and distribution to the various conventions, agencies, and areas of GABC's own individual involvement.
4. Recommend to the church Cooperative Program percentages.
5. Aid the Criminal Justice, Men's, Multihousing, and Literacy Ministries and Mission Education through appropriate organizations and boards and by enlistment of workers.
6. Enable the Volunteer Christian Builders Ministry.
7. Encourage a complete discipleship program with a view to mission commitment.
8. Encourage and aid appointment of missionaries from GABC with the various SBC agencies.
9. Recommend to the Finance Committee mission items to be included in the annual budget.
10. Encourage prayer support for all individual GABC and SBC associational, state, home, and foreign missionaries.

WORSHIP COMMITTEE

PURPOSE: To assist the Associate Pastor / Worship and staff in developing a full scale ministry, through music, that reaches people for Christ.

MEMBERSHIP: The Worship Committee shall be composed of nine (9) members, which are nominated by the Committee on Committees and by the church to serve a three (3) year term. The chairman shall be selected by the Committee on Committees each year to serve as such for one (1) year. Committee members shall elect their vice-chairman and secretary each year, prior to February 1. Members whose term of office is expiring, after one year, may be re-elected to the committee for another three (3) year term.

RESPONSIBILITIES:

1. Assist the worship staff in developing the music program of the church and work with them on plans, procedures and programs.
2. Assist in providing pianists and choristers where and when needed.
3. Determine the need for, and recommend the procurement and maintenance of musical instruments.
4. Prepare, along with the Associate Pastor / Worship, an annual budget and recommend it to the Finance Committee.
5. Promote an attitude of enthusiasm about the worship ministry throughout the church family and community.
6. Encourage others to become involved in the worship ministry as well as stay current on events in all areas of the worship ministry.
7. Approve any Worship Ministry expenditure over the amount of \$5,000.00 and up to \$10,000.00.
8. Assist the Associate Pastor / Worship in planning music events such as productions, choir tours, choir retreats, music fellowships, festivals, concerts, etc.
9. Assist the Associate Pastor of Worship in making decisions concerning adding people to, or deleting people from worship staff positions, and then submitting those recommendations to the Personnel Committee.

RETREAT CENTER COMMITTEE

PURPOSE: To oversee the maintenance and development of the retreat center in support of the church's various ministries.

MEMBERSHIP: A minimum of six (6) members shall serve on the Paul W. Powell Retreat Center Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister of Recreation and Retreat Center Manager are ex-officio members of this committee.

DUTIES: Working with the Retreat Center Manager, the Paul W. Powell Retreat Center Committee has as its duties the following:

1. Develop and annually update a master plan for the retreat center.
2. Recommend guidelines and policies relating to the use of the property.
3. Assist in implementing risk management recommendations made by the church's insurance carrier.
4. Recommend major expense items to the finance committee according to church policy.
5. Develop and implement a preventive maintenance program.
6. Prepare and submit a retreat center budget for inclusion in the annual church budget.

PERSONNEL COMMITTEE

PURPOSE: To recommend the employment, dismissal, remuneration, and policies of paid personnel other than Pastor, unless the church elects a special committee to recommend a staff member. Recommendations concerning job descriptions, vacations, and benefits of staff and employees are the responsibility of this committee.

MEMBERSHIP: A minimum of six (6) members shall serve on the Personnel Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Senior Associate Pastor and Deacon Chairman are ex-officio members of this committee.

DUTIES: Working with the Senior Associate Pastor, the Personnel Committee has as its duties the following:

1. Work with the appropriate staff selection committee in the areas of salary, benefits, and personnel policies (levels 1-3).
2. Recommend the employment, dismissal, remuneration, and policies of paid personnel (levels 4-7).
3. Make recommendations concerning job descriptions, vacations, and benefits of staff and employees.
4. Meet at least once each month to review personnel matters and formulate needed recommendations.
5. Evaluate job performance reviews at least once each year as provided by staff supervisors. Conduct a job performance review with the Pastor at least once each year.
6. Prepare an annual personnel budget to be presented to the church for approval.
7. Evaluate staff organizational structure and recommend changes or additions.
8. Make long-range proposals regarding staff needs.
9. Determine employee policies and job descriptions.

PLANS AND SURVEY COMMITTEE

PURPOSE: To conduct studies and make recommendations with regard to the space and organizational needs of our church, and to suggest means of financing any indebtedness required to meet these needs.

MEMBERSHIP: A minimum of six (6) members shall serve on the Plans and Survey Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Senior Associate Pastor and Deacon Chairman are ex-officio members of this committee.

DUTIES: Working with the Senior Associate Pastor, the Plans and Survey Committee has as its duties the following:

1. Meet as necessary to review the long-range plan as approved by the church. Projections should be re-evaluated in light of actual growth records.
2. Consider any opportunity for additional land or building purchases and prepare recommendations to the church.
3. Prepare recommendations regarding additional building needs that future needs may demand.
4. Revise the church's long-range plan at least once every five (5) years.

RECREATION COMMITTEE

PURPOSE: To assist the Minister of Recreation in the planning and coordination of a balanced, Christ-centered program of recreational opportunities for all church members and prospects, and developing policies for the recreation ministry as well as the Family Life Center.

MEMBERSHIP: A minimum of five (5) members shall serve on the Recreation Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister of Recreation and Recreation Associate are ex-officio members of this committee.

DUTIES: Working with the Minister of Recreation and the Recreation Associate, the Recreation Committee has as its duties the following:

1. Help develop an outreach-oriented program for church members of all ages.
2. Monitor and assess the recreational programs offered through the Family Life Center.
3. Counsel and support the Minister of Recreation and help promote the recreation and Family Life Center ministry.
4. Help in the recruitment of leadership in the recreation ministry.
5. Lead in the development of special church-wide recreation programs.
6. Attend and support various recreation programs as necessary.
7. Assist the Minister of Recreation in visionary goals set for the program in general.
8. Serve as a Volunteer-In-Charge (VIC) for the Family Life Center.

SCHOLARSHIP COMMITTEE

PURPOSE: To inform the church about the need for scholarship funds and administer these funds to worthy students.

MEMBERSHIP: A minimum of three (3) members shall serve on the Scholarship Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Senior Associate Pastor is the ex-officio member of this committee.

DUTIES: Working with the Senior Associate Pastor, the Scholarship Committee has as its duties the following:

1. Determine ways to inform the church about the existence of the scholarship fund and encourage giving to this fund.
2. Screen applicants who have requested financial aid to determine which students are deserving of assistance.
3. Determine procedures for administering these funds to each individual.

STUDENT COMMITTEE

PURPOSE: To join with the Minister to Students in conducting an effective Christ-centered program for Middle School and High School students and their families. This committee is to provide additional direction in various aspects of the Student Ministry and to be a positive means of communication with parents of students and other church members. This committee is responsible for the endorsement of the overall church Student Ministry and the recommendations and monitoring of the budget funds for the ministry.

MEMBERSHIP: A minimum of five (5) members shall serve on the Student Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister to Students is an ex-officio members of this committee.

DUTIES: Working in concert with the Minister to Students, the Student Committee has as its duties the following:

1. Develop a Christ-centered student program to cater to the member and non-member.
2. Prepare and recommend to the Finance Committee the annual student activities budget and any subsequent additions to the budget.
3. Monitor and assess the student activities to assure the program is meeting the overall needs of students.
4. Counsel and support the Minister to Students and serve as goodwill ambassadors for the student program.
5. Encourage and solicit the support of parents of students and student workers.
6. Develop an effective Parents-of-Students Ministry.
7. Organize and lead Parent/Student retreats, conferences, workshops, etc.

TECHNICAL SERVICES COMMITTEE

PURPOSE: To support the work of all ministries of the church through the appropriate utilization of microprocessor-based productivity equipment. The equipment for which this committee is responsible shall include, but not limited to, computers, printers, fax machines, dictation machines and telephones.

MEMBERSHIP: At least five (5) members shall serve on the committee with each member being nominated by the Committee on Committees and elected by the church to serve for a three-year term. The Stewardship Director is an ex-officio member of this committee.

DUTIES: Working with the Stewardship Director, the Technical Services Committee has as its duties the following:

1. Review the church's utilization of productivity equipment at least annually to determine that all such equipment is operating properly and is being put to its best use.
2. Determine needs for new or replacement equipment and make recommendations for such equipment to the church.
3. Prepare and submit to the Budget Planning Committee an annual budget request for productivity equipment anticipated needs, including, but not limited to, hardware, software, training, repairs and maintenance contracts.
3. Develop and update at least annually, a productivity equipment master plan compatible with the church's overall master plan. This master plan should seek to furnish the needed equipment and software which can be applied to the church's mission statement.

TRANSPORTATION COMMITTEE

PURPOSE: To provide transportation for various church ministries in the safest, most cost-efficient manner possible.

MEMBERSHIP: A minimum of six (6) members shall serve on the Transportation Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Stewardship Director is an ex-officio member of this committee.

DUTIES: Working with the Stewardship Director, the Transportation Committee has as its duties the following:

1. Develop and annually review a master plan for all the church's transportation needs.
2. Recommend major expense items, including purchases of new or replacement vehicles, to the Finance Committee.
3. Oversee the church's shuttle parking ministry.
4. Develop and submit a transportation budget for inclusion in the annual church budget.
5. Develop and administer policies and practices concerning use of church-owned vehicles.

TRUSTEES

PURPOSE: To serve as legal representatives of the church as a corporate body.

MEMBERSHIP: A minimum of six (6) members shall serve as Trustee, with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Stewardship Director is the liaison to the Trustees.

DUTIES: The function of the Trustees grows out of the legal status of the church as a corporate body.

1. The title of the church property is to be held in the names of the Trustees.
2. All legal papers and legal transactions of the church are to be executed by the Trustees. (Three signatures required.)
3. Should occasion arise for the church to sue or to be sued, the Trustees are to be its legal representatives.
4. The Trustees deal with legal matters involved in the owning of and protection of church property.

MINISTRY TEAMS

BAPTISM MINISTRY TEAM

PURPOSE: To assist the ministerial staff in the instruction of candidates, preparation for the service, the dressing of candidates and the administration of the Ordinance of Baptism.

MEMBERSHIP: A minimum of five (5) women and five (5) men (usually married couples though this is not required) shall serve on the Baptism Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister to Young Married Adults is an ex-officio member of this committee.

DUTIES: Working with the Minister to Young Married Adults, the Baptism Committee has as its duties the following:

1. To assist baptismal candidates in preparing for and participating in the Ordinance of Baptism, and to assist them as needed following baptism to prepare to return to the worship service.
2. To provide support and encouragement to baptismal candidates, especially those who feel insecure.
3. To make sure that the baptistery area is clean and in proper working condition and to ensure that baptismal robes, towels and other supplies are available and in appropriate condition for use and are returned to their proper place after each baptism.

BLOOD AND ORGAN DONOR MINISTRY TEAM

PURPOSE: To lead the church to support the Green Acres Blood Bank and our organ donor program.

MEMBERSHIP: A minimum of five (5) members shall serve on the Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister to Single Adults is an ex-officio member of this committee.

DUTIES: Working with the Minister to Single Adults, the Blood and Organ Donor Committee has as its duties the following:

1. Plan and coordinate at least two blood drives each year.
2. Encourage members to give blood during the year through the Stewart Regional Blood Center.
3. Provide information to the church about how to become an organ donor.

INTERCESSORY PRAYER MINISTRY TEAM

PURPOSE: To promote an Intercessory Prayer Ministry and to encourage participation in this ministry through the Intercessory Prayer Center and special prayer emphasis.

MEMBERSHIP: A minimum of six (6) members shall serve on the Intercessory Prayer Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister to Forerunners is an ex-officio member of this committee.

DUTIES: The Intercessory Prayer Committee has as its duties the following:

1. Organize and maintain an Intercessory Prayer Ministry through the Intercessory Prayer Center that ministers in intercession for:
 - 1) The staff of GABC and their families and responsibilities.
 - 2) The membership of GABC and their friends and family (sickness, death, hospital, etc.).
 - 3) The lost, spiritual needs, and special times of evangelism and revival for the church
 - 4) The mission trips and partnerships of GABC, and the pastors, churches, and missionaries with whom GABC cooperates.
 - 5) Elected officials of our nation, state, and county.
2. Cooperate with special emphasis on prayer with Denominational emphasis (weeks of prayer for International, National, State, and Associational Missions)
3. Cooperate with National Day of Prayer and other interdenominational emphasis.
4. Cooperate with GABC Discover Life Book Store and Library in purchasing important books on prayer.
5. Remind GABC staff and membership on the primacy of prayer and enlisting prayer warriors.
6. Host conferences on prayer and sponsor courses on prayer and spiritual warfare.

INTERCESSORY PRAYER MINISTRY TEAM

PURPOSE: To promote an Intercessory Prayer Ministry and to encourage participation in this ministry through the Intercessory Prayer Center and special prayer emphasis.

MEMBERSHIP: A minimum of six (6) members shall serve on the Intercessory Prayer Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister to Forerunners is an ex-officio member of this committee.

DUTIES: The Intercessory Prayer Committee has as its duties the following:

1. Organize and maintain an Intercessory Prayer Ministry through the Intercessory Prayer Center that ministers in intercession for:
 - 1) The staff of GABC and their families and responsibilities.
 - 2) The membership of GABC and their friends and family (sickness, death, hospital, etc.).
 - 3) The lost, spiritual needs, and special times of evangelism and revival for the church
 - 4) The mission trips and partnerships of GABC, and the pastors, churches, and missionaries with whom GABC cooperates.
 - 5) Elected officials of our nation, state, and county.
2. Cooperate with special emphasis on prayer with Denominational emphasis (weeks of prayer for International, National, State, and Associational Missions)
3. Cooperate with National Day of Prayer and other interdenominational emphasis.
4. Cooperate with GABC Discover Life Book Store and Library in purchasing important books on prayer.
5. Remind GABC staff and membership on the primacy of prayer and enlisting prayer warriors.
6. Host conferences on prayer and sponsor courses on prayer and spiritual warfare.

KITCHEN MINISTRY TEAM

PURPOSE: To assist in the provision of attractive and cost-effective food services in support of various church ministries.

MEMBERSHIP: A minimum of six (6) members shall serve on the Kitchen Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Stewardship Director is an ex-officio member of this committee.

DUTIES: Working with the Stewardship Director and Church Hostess, the Kitchen Committee has as its duties the following:

1. Enlist volunteers for church wide fellowship activities.
2. Recommend major food service equipment purchases to the Finance Committee.
3. Recommend guidelines and policies relating to food services.
4. Annually review the church's food services operation in cooperation with the Stewardship Director.
5. Prepare and submit a food services budget for inclusion in the annual church budget.

LORD'S SUPPER MINISTRY TEAM

PURPOSE: To prepare for the Lord's Supper each time it is scheduled.

MEMBERSHIP: Four couples shall serve on the Lord's Supper Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Pastor is an ex-officio member of this committee.

DUTIES: Working with the pastor's secretary, the Lord's Supper Committee has as its duties the following:

1. Coordinate the provision of an adequate supply of Lord's Supper elements (juice and bread)
2. Prepare the Lord's Supper (i.e. fill juice and bread trays, set up in sanctuary) whenever it is scheduled.

MISSIONARY HOME MINISTRY TEAM

PURPOSE: To oversee the missionary house(s) and/or vehicle(s) in support of the church's commitment to provide adequate provision for furloughed missionary families.

MEMBERSHIP: A minimum of six (6) members shall serve on the Missionary Home Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Associate Pastor of Missions & Evangelism is an ex-officio member of this committee.

DUTIES: Working with the Associate Pastor of Missions & Evangelism, the Missionary Home Committee has as its duties the following:

1. Assess annually, and after each family leaves, maintenance and repairs needed.
2. Host a welcome orientation time with each family soon after they arrive.
3. Serve as liaison between missionary families and church leaders.
4. Maintain an inventory of items provided for use by the visiting families.
5. Provide information to the church body through church publications about the missionary families.
6. Prepare and submit a missionary home budget for inclusion in the annual church budget.

FORERUNNERS MINISTRY TEAM

PURPOSE: The Forerunner Committee will work with the Minister to Forerunners to promote Christ-centered activities for senior adults and to encourage participation in these programs. They will also assist in meeting the ministry needs of senior adults.

MEMBERSHIP: A minimum of five (5) members shall serve on the Forerunner Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister to Forerunners is an ex-officio member of this committee.

DUTIES: Working with the Minister to Forerunners, the Forerunner Committee has as its duties the following:

1. Plan meaningful activities that will provide opportunities for fellowship among senior adults such as banquets and trips.
2. Plan programs and decorations for the monthly Forerunners luncheons.
3. Promote participation in special Senior Adult emphases
4. Give support to the activities of all Forerunner music activities.
5. Assist in meeting the ministry needs of senior adults.

SOCIAL MINISTRY TEAM

PURPOSE: To plan and coordinate church-wide receptions, socials and banquets that do not come under any specific departments of the church, and to be available for any other social activities when called upon.

MEMBERSHIP: A minimum of five (5) members shall serve on the Social Committee with each member being nominated by the Committee on Committees and elected by the church to serve for three-year terms. The Minister of Recreation is an ex-officio member of this committee.

DUTIES: Working with the Minister of Recreation, the Social Committee has as its duties the following:

1. Determine times when church socials or receptions are needed and coordinate these activities.
2. Assist in the planning and submission of budget funds to support Social Committee activities
3. Enlist additional people to help with each activity.
4. Help with other social activities as the need arises.