

AUDIT COMMITTEE

To be nominated by the staffing team and shall consist of not less than two (2) members elected annually. Their duties shall be to audit and review the treasurer's records at the end of the fiscal year and report the findings at the following regular business meeting.

BUILDING/GROUNDS MINISTRY TEAM

PURPOSE

The Building/Grounds team is elected to:

1. Maintain church property and maintenance equipment
2. Perform preventive maintenance.
3. Promote the conservation of energy and other resources.
4. Administer such work as assigned to the team.

MEMBERS

This team shall be comprised of not less than five (5) members.

DUTIES

1. Team Leader must be a member of Linn Valley Community Church.
2. Inspect all church properties yearly and maintain inventory.
3. Work with ministry team leaders to modify program space requirements when necessary.
4. Develop and recommend maintenance policies and procedures.
5. Submit annual budget requests for upkeep on building and grounds.
6. Assist the church to arrange and equip worship space.
7. Suggest replacement of damaged or worn out furnishings.
8. Insure church grounds are clean, and in good repair.
9. Insure that the trees, shrubs, and grass are properly nourished and trimmed.
10. Chairperson or a designee attends Church Council meetings.
11. Responsible for outdoor sign.

BUILDING USE COORDINATOR

PURPOSE

The coordinator will oversee the scheduling and use of church facilities for weddings, wedding receptions, anniversary celebrations and other non-church program activities.

DUTIES

1. Shall be a member of the Linn Valley Community Church.
2. Maintain calendar for the above mentioned occasions.
3. Collect all fees at time of booking
4. Refund appropriate funds.

BUILDING USE GUIDELINES

FELLOWSHIP HALL

Use of fellowship hall:

Use of fellowship hall will be restricted to church members with the exception of a reception for a non-member wedding performed in the sanctuary.

Rental fee:

1. Church members and immediate families - \$50
2. Non-church members - \$100
3. A deposit of \$75 will be charged for everyone. This deposit is refundable if the building is left clean, undamaged, and ready for use by the church. Any cleaning the church has to do will be deducted from this fee.
4. All fees must be paid at time of booking. If a cancellation is necessary the full amount will be refunded.
5. There will be an additional \$50 fee for the use of the kitchen. A member of the kitchen committee must be present.

RULES FOR THE USE OF THE FELLOWSHIP HALL

1. No smoking, alcoholic beverages, drugs, or gambling on church property. This includes the building, parking lot and the grounds.
2. No use of nails, tacks, staples, or tape on woodwork or walls.
3. No use of any church foods, paper supplies, or linens.
4. Furnish your own trash bags. All trash and food must be removed from the building.
5. **DO NOT USE THE DISHWASHER. PLEASE TAKE ANY DISHES HOME TO WASH.**
6. The church vacuum may be used for clean up. If there are any spills on the carpet, clean them up immediately and if they need more attention, please report them.
7. Clean the parking lot and the grounds of any trash.

**THE CHURCH HAS THE RIGHT TO DENY
IT'S USE FOR ANY REASON**

BUILDING USE GUIDELINES

SANCTUARY

Use of sanctuary for weddings:

Rental Fees:

1. Non-church members – (#2) \$300 for rental fees
(Consistent active attendees to be treated as members)

All of the deposit will be refunded if cancelled 30 days prior to date of event on calendar. After that there will be a \$100 Administrative fee deducted from deposit..

2. Date will not be put on calendar until deposit is in the church and “Check-off” list has been fully completed. **(Check-off list pending)**
3. This rental fee is for 2 openings to the church. One for Rehearsal/decorating/etc. and the other for the actual event taking place. Each of these will be reasonable hours. Extra openings & hours will be charged for. (This will be used to compensate members that are responsible to oversee all of this.)
4. Do Not rent out any part of the church on holiday weekends or when the church has a special event scheduled on Sat. or Sun. **(list is pending).**

Use of sound system:

1. The sound system may only be operated by a qualified church member.
2. There will be a \$30 usage fee.

ANY WEDDING PERFORMED IN THE CHURCH MUST BE AN EVANGELICAL CEREMONY WITH AN ORDAINED MINISTER PERFORMING THE CEREMONY. CANDIDATES MUST BE MALE AND FEMALE AND BORN AGAIN CHRISTIANS.

Other uses of sanctuary:

1. There will be no charge for any church sponsored activity.
2. There will be no charge to use any church property for a funeral.

RULES FOR USING THE CHURCH

1. No smoking, alcoholic beverages, drugs, or gambling on the church property. This includes the building, parking lot, and the grounds.
2. No rice or birdseed to be thrown inside of outside the church.
3. Only dripless candles may be used. Please place a protective mat under any candles, candelabras, flowers, or plants.
4. No use of nails, tacks, staples or tape on woodwork or walls.
5. Instrumentalists, soloists, decorations, and catering are the responsibility of the renters.
6. The renter is responsible to make their guests aware of church rules and to make sure they abide by them.
7. No wedding or reception will be booked the day before a church dinner/banquet.
8. Church activities always take priority.

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CHILDREN'S DIRECTOR "JOB DESCRIPTION"

Supervisor – Senior Pastor

Principal Function

Primarily responsible for planning, coordinating, and assisting in the educational ministries for children's activities on Wednesday nights and Children's Church & Extended Session on Sunday Mornings.

The Children's Ministries is for age 3 thru 5th grade. They will promote when entering the 6th grade. (Extended Session is ages 3 thru 5 year olds)
(Children's Church is grades Kindergarten thru 5th grade.)

Specific Responsibilities:

1. Work with teachers to develop programs to lead the children to a knowledge of the plan of Salvation and to develop them in Christian growth.
2. Be responsible for planning recreational and social activities to help children develop socially and grow spiritually through fun activities.
3. Be available for scripture-based counseling for children in matters of spiritual growth, being very careful to refer cases to the Senior Pastor where the situation demands.

Be responsible for maintaining supplies.
4. Prepare the annual budget request.
5. Recommend workers to Staffing Team.
7. Must be an active member of Linn Valley Community Church.

DECORATING MINISTRY TEAM

PURPOSE

To provide flowers and decorations to enhance the congregational worship service, special services, holidays and seasons of the year.

MEMBERS

This team shall be comprised of not less than three (3) members and shall enlist volunteers as needed.

DUTIES

1. Team leader must be a member of the Linn Valley Community Church.
2. Team leader or designee will attend Church Council meetings.
3. Team leader is to be informed of upcoming church-wide events.
4. Recommend a yearly budget, purchase decorating supplies.

5. Be responsible to buy, arrange, and dispose of flowers for congregational services. They shall keep plants watered and insure that storage area is neat and clean.
6. Design and create banners for the auditorium that give glory to God and enhance our corporate worship.

Note: Decorating, set-up, and clean-up for any personal shower/party will be the responsibility of the appropriate bible study class or individuals giving the shower/party.

FINANCE/BUDGET COMMITTEE

PURPOSE

Recommend an annual budget to the church.

MEMBERS

This committee shall consist of not less than four (4) members:

1. Treasurer
2. Assistant Treasurer
3. One Trustee
4. One Deacon

DUTIES

1. Prepare the annual budget based on needs and recommendations from the various ministries and committees.
2. Monitor budget and report back to the church.
3. Assist in weekly accounting.

GREETER MINISTRY TEAM (FIRST IMPRESSION TEAM)

PURPOSE

Provide a warm welcome to members and guests upon entering the church.

This team is to work closely with the ushers in facilitating orderly flow of worshippers into the church and work under leadership of Head Usher.

MEMBERS

This team shall have a Coordinator and shall enlist volunteers as needed.

DUTIES

1. Coordinator must be a member of Linn Valley Community Church.
2. Hand out church bulletins.
3. Coordinator is to maintain and post a list of greeters for worship services.
4. Work closely with the Usher Ministry Team.

HOSTESS MINISTRY TEAM

PURPOSE

To assist in effectively organizing church-wide events and social functions.

MEMBERS

This team shall be comprised of not less than six (6) members. The team shall enlist volunteers as needed.

DUTIES

1. Team Leader to be a member of the Linn Valley Community Church.
2. Team Leader or designee will attend Church Council meetings.
5. Recommend a yearly budget for Hostess Ministry Team.
6. Purchase Supplies.
7. Be responsible for set-up and clean up of the kitchen and fellowship hall for hostess sponsored events.
8. Set policies for kitchen and fellowship hall use.

LIBRARY AND MEDIA MINISTRY TEAM

PURPOSE

To provide media resources and services to meet the present and future needs of members and leaders of Linn Valley Community Church.

MEMBERS

Librarian shall be elected to an indefinite term and shall select assistants as needed.

DUTIES

1. Shall be a member of the Linn Valley Community Church.
2. Shall attend or send a designee to Church Council meetings.
3. Obtain library materials and supplies.
4. Maintain adequate library facilities and equipment.
5. Promote the use of library materials and facilities.
6. Process library materials, repair items, and follow-up on overdue items.
7. Circulate materials during library hours.
8. Maintain a register of available library resources.

MEMORIAL COMMITTEE

PURPOSE

Determine needs of the church with guidance from appropriate ministry teams in using undesignated memorial funds for improvements to any church property.

No personal I.D. be accepted by the church.

MEMBERS

Shall consist of not less than (3) three church members.

DUTIES

1. Chairperson must be a member of the Linn Valley Community Church.
2. Must recommend to the church any memorials for approval.
3. Shall consult with family regarding how money is to be used.
4. Will place information in the Memorial Book regarding items donated to the church.
(No personal I.D. shall be placed on any donated items.)

MUSIC MINISTRY TEAMS/ AUDIO/VISUAL MINISTRY “MUSIC DIRECTOR ADVISORY TEAMS”

PURPOSE

Both teams will act as an “Advisory Team” for the Music Director. (Revised October 4, 2005)
Music Team no longer is in effect since the church now has a paid Music Director.

MEMBERS

The Church Organist, Pianist, Choir Director and Audio/Visual personnel will be under the supervision of the Music Director as indicated in the job description of the Music Director.

The Music Director will work with all music personnel described above, as needed, to fulfill the music ministry needs as outlined in the job description of the Music Director.

MUSIC DIRECTOR “JOB DESCRIPTION”

SUPERVISOR – Senior Pastor

PRINCIPLE FUNCTION:

The Music Director is responsible to the Senior Pastor for providing staff leadership for the church music program.

1. Direct the planning, organizing, conducting, and evaluating a comprehensive music program including choirs, vocal and/or instrumental ensembles.
2. Serve as a member of the church council; coordinate the music program with the organizational calendar, an emphasis of the church.
3. Maintain music library, materials, and other supplies.
4. Prepare an annual music budget for approval; administer the approved budget.
5. Supervise the audio/visual team for worship and other special events.

6. Assist the pastor in planning, conducting, and evaluating congregational worship services as requested.
7. Take steps and work with others to implement a 2nd service, which is more contemporary, in support of the church's outreach and growth goals.

NURSERY COORDINATOR

PURPOSE

To provide childcare for children, ages birth through two (2) year olds, so that members and visiting parents can worship effectively.(Promote when they reach the age of 3 years old.)

DUTIES

1. To maintain and post a monthly list of volunteers to keep the nursery during the Sunday Morning Worship Service each week.
2. Make sure nursery has clean sheets, diapers, etc. each Sunday Morning.
3. All parents whose children are in the nursery are expected to take a turn keeping the nursery occasionally and should be enlisted to help.

STAFFING TEAM (NOMINATING COMMITTEE)

PURPOSE

To serve on behalf of the Church, and in conjunction with the Senior Pastor in matters related to administration of ministerial staff, non-ministerial staff, and church employees. This will include areas of employment, salaries, benefits, and personnel policies. To assist all ministries, and Organizations in staffing church lay positions.

MEMBERS

Team will be comprised of a least five (5) members including both men and women. Members may be recommended by the current team to the Church Council for approval and elected by the church. It is recommended that members limit other church responsibilities in order to fulfill the duties of this team.

DUTIES

1. Team shall be members of the Linn Valley Community Church.
2. Provide opportunities for all church members to express their gifts of service in the church, especially by attempting to locate positions of service for new or inexperienced members. **(Ephesians 4: 15-16)**
3. Be aware of all elective positions and their requirements available in the church.
4. Use surveys, interviews, etc., to evaluate spiritual gifts available within congregation.
5. Make known vacancies to appropriate groups:
 - a. Chairman

- b. Pastor
 - c. Staff
 - d. Council
6. Chairperson or designee will attend church council.

FILLING VACANCIES

1. Prayerfully select candidates.
2. Personal interview. Ask the Candidate to serve.
3. Thoroughly communicate the responsibilities of the position to the candidate.
4. Wait ample period of time and pray about a response.
5. Present the recommendation of the candidate at the next business meeting.
6. Accept resignations in writing if possible.
7. Nominate special committees and ministry teams as assigned by the church.
8. Monitor the function of each team/ministry quarterly.

SUNDAY BIBLE STUDY DIRECTOR

PUPOSE

Establish and maintain Sunday Bible Study for various ages and groups in the church.

DUTIES

1. Shall be a member of the Linn Valley Community Church
2. Shall attend or send a designee to Church Council meetings.
3. Worship regularly in both corporate and personal worship.
4. Lead in determining the Bible Study organization to reach and teach effectively.
5. Give direction for the enlistment of workers
6. Encourage workers to involve people in Bible Study.
7. Encourage workers to become effective witnesses.
8. Determine needs of the teachers and develop a comprehensive training plan.
9. Make budget proposals for Bible Study needs to the budget committee.
10. Shall be responsible for the selection and ordering of materials.
11. Report periodically to the church on the progress of Bible Study.
12. Shall be elected annually.

SUNDAY BIBLE STUDY ASSISTANT DIRECTOR

PURPOSE

Shall assume the duties of the director when he/she is absent.

DUTIES

1. Shall be a member of Linn Valley Community Church.
2. Shall be elected annually.

SUNDAY BIBLE STUDY SECRETARY

PURPOSE

Work with the Sunday Bible Study Director to develop enrollment procedures and records for Sunday Bible Study.

DUTIES

1. Shall be a member of Linn Valley Community Church.
2. Shall be enlisted by the Sunday Bible Study Director.
3. Worship regularly in both corporate and personal worship.
4. Record and maintain a Bible Study attendance book for the weekly Sunday morning program.
5. Prepare enrollment report information as required by the Sunday Bible Study Director.
6. Keep all bible class records up to date.
7. Request supplies or resources that are needed to maintain accurate records.
8. Let the Sunday Bible Study Director know when you will be absent.

USHER MINISTRY TEAM

PURPOSE

Team will work closely with the pastor to minister to the needs of the congregation and promote a worshipful atmosphere in the church.

MEMBERS

The members shall be enlisted and trained by the head usher. The number of ushers will be determined by the needs of the church.

DUTIES

1. Head Usher must be a member of Linn Valley Community Church.

2. Head Usher or designee will attend Church Council meetings.
3. Plan duties of ushers and greeter.
4. Head Usher to assign ushers for all church-wide events.

VACATION BIBLE SCHOOL DIRECTOR

PURPOSE

Be committed to the basic purpose for conducting a vacation bible school. Work with team to plan evangelistic approaches for children/youth in the church and community.

DUTIES

1. Shall be a member of the Linn Valley Community Church and elected annually.
2. **PLAN VBS**
 - a. Determine dates for VBS.
 - b. Recommend VBS budget to the budget committee
3. **ORGANIZE VBS**
 - a. Enlist and train workers.
 - b. Select Materials.
4. **CONDUCT VBS**
 - a. Coordinate the VBS schedule and activities as desired by the church.
 - b. Guide in keeping accurate daily records and report the VBS results.
5. **VBS FOLLOW-UP**
 - a. Identify VBS participants and families who are prospects for Linn Valley Community Church.
 - b. Share prospect list with Sunday bible study leaders to follow-up.

VISITATION OUTREACH TEAM

PURPOSE

To establish an outreach program and to visit prospects.

MEMBERS

This team shall be comprised of not less than three (3) members and shall enlist volunteers as needed.

DUTIES

1. Shall be willing to visit prospects of the church as they become available.
2. Keep a prospect file of those who visit bible study, worship services, and new move-ins to our community.
3. Shall visit those known not to be involved in any church.
4. Teams of two (2) shall be formed and will receive a church information packet to leave with prospect.

WOMEN'S MINISTRY TEAM

PURPOSE

Promote bible study, prayer and mission work. The goal is seeking to grow spiritually toward a Christ like lifestyle and participate in the work of the church.

It is a also a time of fellowship with the women of the church in an atmosphere of spiritual growth.

MEMBERS

All women of the church and community are invited to be a part of this ministry.