

POLICY AND PROCEDURES REFERENCE MANUAL



**Pleasant Ridge Baptist Church
1015 Pleasant Ridge Road
DeFuniak Springs, Florida 32435**

This document represents a compilation of the procedures and policies under which Pleasant Ridge Baptist Church operates with regards to its appointment of officers, its staff, and its committees.

It shall be the responsibility of each of the various committees represented herein to develop and maintain its policies. Proposed changes must be approved by the Church Body at any business meeting and then incorporated into this document.

This manual is divided into three sections:

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SECTION 1

APPOINTMENT OF CHURCH OFFICERS

PROCEDURE FOR CALLING A PASTOR / ASSOCIATE PASTOR

In the event of a vacancy in a pastoral office, or should the Church deem it necessary to call an additional Associate Pastor, that office shall be filled by means of the following process.

1. A special business meeting shall be convened after the Church has been given a two (2) weeks' notice for the purpose of electing and authorizing a Pastor Search Committee. The formation of this committee shall be governed by the procedure outlined in Section 3 of this document.
2. Upon being authorized by the Church Body, the Pastor Search Committee will seek out a candidate who meets the qualifications as set forth in Article II of the Church By-Laws regarding the pastoral offices and whom they feel the Holy Spirit is confirming to assume leadership within the Church. The committee will work within parameters given by the Personnel Committee to negotiate compensation and benefits for the prospective Pastor. The final compensation package must be approved by the Church Body prior to extending a call. The committee will present to the church only one candidate at a time, and its recommendation will constitute a nomination.
 - a. In consultation with convention or associational resources (such as the Regional Catalyst, the Associational Mission Strategist, etc.) the Pastor Search Committee shall determine their own procedures for their search for a pastoral candidate.
 - b. When the Pastor Search Committee is prepared to present and nominate a candidate, the committee shall be responsible for scheduling their candidate's visit to the Church in view of a call, and at least two weeks' notice shall be provided to the Church regarding the visit and schedule of events. Events during this visit are at the discretion of the Pastor Search Committee but must include the following:
 1. An opportunity for the Church Body to meet and fellowship with the candidate and his family in order to get to know them and to ask questions regarding his preparedness to serve and his vision for ministry in the Church.
 2. An opportunity for the Church Body to observe the candidate in his proposed primary area of ministry during a worship service (i.e., preaching, teaching, leading worship, etc.)
3. The election of a new Pastor shall be at a special business meeting convened for that purpose after the Church has been given a two (2) week notice. The election shall be by secret ballot with an affirmative vote of 75% (3/4) of the active members present and voting. Once elected, the pastor may serve an unlimited tenure of office, to be terminated at his pleasure or the pleasure of the Church. If the Pastor resigns, he must work out a minimum of two (2) weeks' notice.

PROCEDURE FOR ELECTING DEACONS

Deacons of Pleasant Ridge Baptist Church are elected to serve three year terms in active service on the Deacon Body, pursuant to our church By-Laws. An election shall be held annually in order to fill the positions to be vacated by those deacons whose terms are ending. Deacons shall be elected according to the following procedure.

1. The Church Body shall have the opportunity to nominate men from among the Body to serve as Deacons. A list of all male members of the church will be provided to the Body upon which they may mark any they feel led by the Holy Spirit to nominate to the office of Deacon.
2. Upon nomination, the Pastor and active Deacons will then contact each of the men nominated to answer any questions or concerns the candidate might have, to inquire as to their willingness to serve as a Deacon, and to ascertain whether or not the nominees meet the qualifications set forth in the Bible and in the Church By-Laws.
3. The Chairman of the Deacons will present the names of the men who qualify and are willing to serve to the Church Body for prayerful consideration. The election shall be by secret ballot. Election shall require a 75% (3/4) affirmative vote by active members present and voting. For however many positions are to be filled, (a number to be determined at the discretion of the current Deacon Body,) those receiving the highest vote counts above the 75% threshold shall be considered to be elected. (For example, if three deacons are to be elected, the three men who receive the most votes above the 75% threshold shall be elected.) If an elected man is already ordained, he shall be deemed elected to the office. If a man is not yet ordained, his election shall be deemed provisional, contingent upon the recommendation of an Ordination Council.
 - a. In the event of a tie in vote counts, preference shall be given to a candidate who is already ordained if applicable. If neither tied candidate is ordained, the matter shall refer to the church body for a run-off election between the tied candidates.
4. When a man is provisionally elected to the office of deacon who has not been previously ordained, a meeting shall be scheduled during which the Church Body may interview candidates in order to examine their testimony and fitness for service and decide whether or not to recommend the candidates for ordination. The Pastor shall moderate this meeting.
 - a. If non-ordained candidates are recommended for ordination by the Church Body, the Pastor and Active Deacons shall be responsible for convening an Ordination Council. At the discretion of the Pastor and Deacons, the Council may include pastors and deacons from sister churches, if desired, but will consist only of duly ordained men. The proceedings of the Ordination Council may be public or private, at the discretion of the Council. The Ordination Council will further examine candidates for soundness of faith and fitness to serve and will issue a recommendation to the Church Body as to whether or not a candidate should be ordained.

- b. Upon the conclusion of the work of the Ordaining Council, the recommendation of the Ordaining Council shall be announced to the Church. The Church Body shall then vote whether or not to ordain the candidate.
 - c. The Pastor will be responsible for setting the time for the Ordination Service to be held for those men elected to serve as Deacons and approved for ordination by the Church Body.
 - d. In the event that a man provisionally elected is unable to be ordained for any reason, the procedure shall revert back to step 3 and continue with the man who received the next highest number of votes above the 75% threshold. If no other candidate is available by this means, then the process shall start over from the beginning to fill the vacant position.
5. Ordained Deacons who join the membership by letter from other Baptist congregations will be considered inactive for at least one (1) year before becoming eligible for election as an active Deacon by the Church Body.
6. The Church is under no obligation to activate an ordained person who comes from another Church.

PROCEDURE FOR ELECTING A CHURCH TREASURER

In the event that the office of Treasurer for Pleasant Ridge Baptist Church is vacated for any reason, a new Church Treasurer shall be elected according to the following procedure.

1. The Church Council shall appoint a person to temporarily fulfill the Treasurer's duties until a new Treasurer is elected.
2. The election of the Church Treasurer shall occur at a regularly scheduled business meeting or at a special business meeting convened for that purpose after the Church has been given two (2) weeks' notice.
 - a. At this meeting, the Church Council shall be responsible for nominating a candidate for the office and presenting him or her to the Church Body.
 - b. The floor shall be opened to further nominations from the Church Body. A nominee must be present to accept the nomination in order to remain on the ballot.
 - c. Once nominations cease and the question is called, ballots shall be distributed.
 - d. Election shall be by secret ballot. The candidate who receives a simple majority affirmative vote shall be deemed elected to the office.
 - i. In the event that among three or more candidates, no candidate receives a simple majority, the two candidates receiving the most votes will be referred to the Church Body for a run-off election.

PROCEDURE FOR ELECTING A CHURCH CLERK

In the event that the office of Clerk for Pleasant Ridge Baptist Church is vacated for any reason, a new Church Clerk shall be elected according to the following procedure.

1. The Church Council shall appoint a person to temporarily fulfill the Clerk's duties until a new Clerk is elected.
2. The election of the Church Clerk shall occur at a regularly scheduled business meeting or at a special business meeting convened for that purpose after the Church has been given two (2) weeks' notice.
 - a. At this meeting, the Church Council shall be responsible for nominating a candidate for the office and presenting him or her to the Church Body.
 - b. The floor shall be opened to further nominations from the Church Body. A nominee must be present to accept the nomination in order to remain on the ballot.
 - c. Once nominations cease and the question is called, ballots shall be distributed.
 - d. Election shall be by secret ballot. The candidate who receives a simple majority affirmative vote shall be deemed elected to the office.
 - ii. In the event that among three or more candidates, no candidate receives a simple majority, the two candidates receiving the most votes will be referred to the Church Body for a run-off election.

PROCEDURE FOR ELECTING CHURCH TRUSTEES

Pursuant to the Church By-Laws, the active deacons of the Deacon Body shall serve as Trustees of Pleasant Ridge Baptist Church. Therefore the election of deacons is the procedure for electing Trustees.

It shall be the responsibility of the Deacon Body, in coordination with the Ministry Assistant, to ensure that all required reporting is completed regarding modifications to the current list of Trustees of the Church.

SECTION 2

STAFF POLICIES AND POSITION DESCRIPTIONS



POSITION DESCRIPTION

SENIOR PASTOR

Purpose –

The Senior Pastor is the shepherd of the local congregation. As such, he is responsible for providing spiritual and practical leadership to all aspects of the life of the congregation.

Accountability –

1. Primarily responsible to the Lord Jesus Christ, performing ministry and service while seeking to please Him
2. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article II, Section 2.
2. Educational and experiential qualifications shall be determined by the Pastor Search Committee tasked with recommending a pastoral candidate.

Duties –

The Pastor's duties shall include, but are not limited to:

1. Prepare and deliver sermons and Bible studies and lead in prayer services;
2. Lead the Church in an effective program of witnessing and in caring ministry for persons in the Church and Community;
3. Lead the Church in an effective program of visitation for members, prospects, and follow up on visitors;
4. Conduct counseling sessions, performing wedding ceremonies, and conduct funerals as needed;
5. Lead in the observance of the Lord's Supper and Baptism;
6. Work with the other Church staff so as to keep the ministries of the Church vibrant;
7. Act as the moderator of Church business meetings, or appoint a temporary moderator if the need arises;
8. Serve as an ex officio member of all Church committees to assist them with planning, organizing, directing, coordinating, and evaluating the total program of the Church;
9. Cooperate with the Southern Baptist Convention, State Convention, and Associational leaders in matters of mutual interest and concern, and keep the Church informed of denominational developments;
10. Represent the Church in civic matters in which it may be involved;
11. Participate in and represent your ministry in the Church Council;
12. Make arrangements (pulpit supply) when unable to perform his ministerial duties;
13. Oversee contact with all supported Church missionaries and mission endeavors;
14. Maintain flexibility in time scheduling.

Status –

Full Time, Exempt

Classification –
Ministerial Staff

Compensation and Benefits –



POSITION DESCRIPTION

ASSOCIATE PASTOR OF WORSHIP

Purpose –

The Associate Pastor of Worship assists the Senior Pastor in shepherding the local congregation. As such, he is responsible for supporting the Senior Pastor by providing spiritual and practical leadership to all aspects of the life of the congregation as directed by the Senior Pastor. Specifically, his area of focus and expertise shall lie in providing leadership and direction to the music and worship ministries of the church.

Accountability –

1. Primarily responsible to the Lord Jesus Christ, performing ministry and service while seeking to please Him
2. Reports directly to the Senior Pastor
3. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article II, Section 2.
2. Educational and experiential qualifications shall be determined by the Pastor Search Committee tasked with recommending a pastoral candidate.

Duties –

The Associate Pastor of Worship's duties shall include, but are not limited to:

1. Be available to assist with wedding ceremonies and funerals as needed.
2. Be available to assist the Senior Pastor with preparing and or updating policy and procedures, by-laws, constitution, and other executive tasks.
3. Be available to replace the Senior Pastor when he is not able to attend committee meetings.
4. Be available to make home and hospital visits.
5. Be willing to assist in evangelizing and ministering to the community.
6. Be available to be a representative of the Church along with the Senior Pastor in local Baptist Association, State Convention, and National Convention.
7. Work with staff and worship committee to develop strategies to aide worshipers in their worship experience, and other areas of special needs or interest.
8. Develop teams to assist in all areas of worship.
9. Oversee Adult Choir. (if available)
10. Oversee Children's Choir, Youth Choir, and Music Specials. (if available)
11. Oversee Praise Team. (if available)
12. Oversee Praise Band. (if available)
13. Lead worship in all Church services.
14. To be available to the Senior Pastor for other opportunities of ministering to the needs of the Church Body.
15. Participate in and represent the Worship Committee on the Church Council.

16. Must make arrangements when unable to perform his ministerial duties.
17. Maintain great flexibility in time schedule.

Status –

Full Time, Exempt

Classification –

Ministerial Staff

Compensation and Benefits –



POSITION DESCRIPTION

MINISTRY ASSISTANT

Purpose –

The Ministry Assistant serves the church as the front line representative of the church in the Church Office. This position serves in a variety of capacities all of which serve the assist the church staff and members in carrying out their ministries and also to carry out the administrative roles within the office.

Accountability –

1. Reports directly to the Senior Pastor
2. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article III.
2. Educational and experiential qualifications shall be determined by the Personnel Committee tasked with recommending a candidate.

Duties –

The Ministry Assistant's duties shall include, but are not limited to:

1. Perform general secretarial functions.
2. Receptionist – phone; pick-up, sort, & distribute the mail; send using USPS rules & regulations; non-profit bulk rate mailings when needed
3. Prepare church bulletins, newsletter, newspaper articles/announcements, update website
4. Organize and maintain a “central supply” area for church workers and teachers.
5. Maintain files: general, financial, personnel, legal documents, deeds, minutes,
6. Enlist volunteers to help with office tasks.
7. Maintain an accurate record of all proceedings of the regular and special called business meetings of the Church.
8. Provide Treasurer with a copy of all financial updates and changes approved by the Church Body.
9. Maintain a record of all tithes and offerings.
10. Prepare monthly financial statement.
11. Prepare and distribute all Church bills, mission checks, and expenses.
12. Prepare the payroll and deposits
13. Have knowledge of Generally Approved Accounting Policies.
14. Prepare all tax forms as required.
15. Prepare contribution statements for donors.
16. Maintain an accurate Church membership role.
17. Maintain the historical records of the Church, and serve as the Church historian.
18. Serve on the Church Council

Status –
Full Time, Exempt

Classification –
Support Staff

Compensation and Benefits –



POSITION DESCRIPTION

OFFICE ASSISTANT

Purpose –

The Office Assistant serves the church ...

Accountability –

1. Reports directly to the Senior Pastor
2. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article III.
2. Educational and experiential qualifications shall be determined by the Personnel Committee tasked with recommending a candidate.

Duties –

The Office Assistant Assistant's duties shall include, but are not limited to:

- 1.

Status –

Part-Time, Non-Exempt

Classification –

Support Staff

Compensation and Benefits –



POSITION DESCRIPTION

CUSTODIAN

Purpose –

The Custodian serves the church ...

Accountability –

1. Reports directly to the Senior Pastor
2. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article III.
2. Educational and experiential qualifications shall be determined by the Personnel Committee tasked with recommending a candidate.

Duties –

The Custodian's duties shall include, but are not limited to:

- 1.

Status –

Part Time, Non-Exempt

Classification –

Support Staff

Compensation and Benefits –



POSITION DESCRIPTION

MEDIA SPECIALIST

Purpose –

The Media Specialist serves the church through his or her technological giftings, working behind the scenes to enrichen our educational and worship experiences through the procurement, development, and application of media technologies (audio, video, etc.) in coordination with the pastoral leadership of the church.

Accountability –

1. Works closely with the Associate Pastor of Worship to ensure technology needs for worship services are prepared
2. Reports directly to the Senior Pastor
3. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article III.
2. Educational and experiential qualifications shall be determined by the Personnel Committee tasked with recommending a candidate.

Duties –

The Media Specialist's duties shall include, but are not limited to:

1. .

Status –

Part Time, Exempt

Classification –

Support Staff

Compensation and Benefits –



POSITION DESCRIPTION

PIANIST

Purpose –

The Pianist serves the church through his or her musical giftings by providing instrumental support and accompaniment in worship services on the piano.

Accountability –

1. Works closely with the Associate Pastor of Worship to prepare musically for each worship service
2. Reports directly to the Senior Pastor
3. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article III.
2. Educational and experiential qualifications shall be determined by the Personnel Committee tasked with recommending a candidate.

Duties –

The Pianist's duties shall include, but are not limited to:

1. .

Status –

Part Time, Exempt

Classification –

Support Staff? (Or program staff? It is ministry related, but classifying as program staff requires church membership.)

Compensation and Benefits –



POSITION DESCRIPTION

ORGANIST

Purpose –

The Organist serves the church through his or her musical giftings by providing instrumental support and accompaniment in worship services on the organ.

Accountability –

1. Works closely with the Associate Pastor of Worship to prepare musically for each worship service
2. Reports directly to the Senior Pastor
3. Accountable to the Church Body through a working relationship with the Personnel Committee

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article III.
2. Educational and experiential qualifications shall be determined by the Personnel Committee tasked with recommending a candidate.

Duties –

The Organist's duties shall include, but are not limited to:

- 1.

Status –

Part Time, Exempt

Classification –

Support Staff? (Or program staff? It is ministry related, but classifying as program staff requires church membership.)

Compensation and Benefits –



POSITION DESCRIPTION
CHURCH TREASURER

Purpose –

The Treasurer is a non-paid volunteer officer of the church charged with general oversight of the financial matters of the Church Body and the stewardship of its resources.

Accountability –

1. Primarily responsible to the Lord Jesus Christ, performing ministry and service while seeking to please Him through
2. Reports directly to and is accountable to the Church Body

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article II.

Duties –

The Treasurer's duties shall include, but are not limited to:

1. Oversee and ensure deposits are made.
2. Oversee all banking transfers.
3. Oversee the signing of checks.
4. Oversee and approve all financial transactions of the Church.
5. Oversee and approve all Church payrolls and expenses.
6. Oversee and approve the yearly tax forms for employees and contribution statements for Church members.
7. Select and oversee a group of tellers who will count all receipts and prepare deposits.
8. Serve on the Stewardship Committee of the Church

Status –

Volunteer, Unpaid

Classification –

Elected Officer

Compensation and Benefits –

Not Applicable



POSITION DESCRIPTION

CHURCH CLERK

Purpose –

The Clerk is a non-paid volunteer officer of the church charged with serving as the executive secretary of the Church Body and the maintenance of its records.

Accountability –

1. Primarily responsible to the Lord Jesus Christ, performing ministry and service while seeking to please Him through
2. Reports directly to and is accountable to the Church Body

Qualifications –

1. Spiritual and character qualifications are set for the in the Church By-Laws in Article II.

Duties –

The Clerk's duties shall include, but are not limited to:

1. To record minutes at all church business meetings;
2. To coordinate with the Ministry Assistant to prepare meeting minutes for reporting and filing;
3. To coordinate with the Ministry Assistant to ensure that membership records are accurately maintained and updated;
4. To coordinate with the Ministry Assistant to authorize and endorse all official Church correspondence to other churches, associational or convention offices, or missionary partners;
5. To coordinate with the Ministry Assistant in receiving and communicating to the Church Body regarding correspondence received from other churches, associational or convention offices, or missionary partners;

Status –

Volunteer, Unpaid

Classification –

Elected Officer

Compensation and Benefits –

Not Applicable

HIRING PROCEDURE FOR PROGRAM STAFF

HIRING PROCEDURE FOR SUPPORT STAFF

STAFF POLICIES

- **VACATION and PTO Policy**
- **BACKGROUND SCREENING POLICY**
- **TECHNOLOGY USE POLICY**

SECTION 3

COMMITTEE POLICIES AND PROCEDURES

GENERAL INFORMATION

In order to effectively involve members of the congregation in the work of ministry and to efficiently carry out the mission of the church, Pleasant Ridge Baptist Church utilizes a system of committees to oversee the various aspects of the church's life and mission.

Pursuant to our Church By-Laws, committee members are nominated by their respective committees and approved by the Church Body at the Annual Business Meeting in August of each year. The church recognizes and authorizes two types of committees, standing (or permanent) and special (or *ad hoc*.)

The Standing Committees of Pleasant Ridge Baptist Church include:

- Church Council
- Building & Grounds Committee
- Children's Committee
- Deacon Body
- Education Committee
- Missions Committee
- Personnel Committee
- Social Committee
- Stewardship Committee
- Worship Committee
- Youth Committee

Special (or *ad hoc*) committees are elected and authorized by the church for specific, temporary needs and purposes and shall be addressed only in general terms in this document.

It shall be the responsibility of each standing committee to develop its own policies and guidelines concerning its ministry, but such policies and guidelines must be presented to and approved by the Church Body and recorded in this manual. Committees shall also be responsible for governing themselves and carrying out their ministry under due authority from the Church Body in accordance with church By-Laws.

Some standing committees may organize subcommittees to assist with their areas of ministry. Subcommittees may be nominated by the principal committee but must be approved and authorized by the Church Body.

The following pages detail the role and scope of service of each of our committees and also contain any policies and guidelines developed by the committees and approved by the Church Body.

Pursuant to Church By-Laws, the Senior Pastor is an *ex officio* member of all committees but is only granted a vote in the Church Council.

CHURCH COUNCIL

- A. The Church Council will consist of the Ministerial Staff, Program Staff, Church Treasurer, and the elected leaders of the Building and Grounds, Children's Ministry, Deacon Body, Education, Missions, Personnel, Social, Worship, and Youth Ministry Committees. The Ministry Assistant shall serve as an advisory but non-voting member of the Church Council and shall serve as the recording secretary for council meetings.

- B. If a Council member elects to resign or is removed for whatever reason:
 - 1. If it is the Pastor, until a new pastor is called the continuity of leadership provision in the Church By-Laws will govern who shall serve as moderator for the Church Council.
 - 2. If it is another member of the ministerial or program staff, the seat will remain vacant until the staff position is filled, and the Church Council quorum will be adjusted accordingly.
 - 3. If it is an elected committee leader, the Committee that elected that member to the Council must replace the member within thirty (30) days. This election will require a simple majority of the committee members to be present to ratify the vote.

- C. No one person shall serve in two (2) separate capacities on the Church Council at one time. If this happens, the Council member in question must select one position to serve in and allow the Committee unrepresented on the Council to select another Chairperson.

- D. Husband and wife shall not serve concurrently on the Church Council, unless no other committee member is willing to serve as the Chairperson. If this happens, the Church Body is to be notified so as to either approve of the couple serving together at the same time, or nominate someone else to serve in that position.

- E. The purpose of this committee will be:
 - 1. To meet the second (2nd) Sunday of every month unless rescheduled for special reasons or called into special meeting by the Pastor;
 - 2. To set goals, make long-range plans, and recommend programs to enhance Church growth and outreach;
 - 3. To plan and prepare the annual Church budget proposal and present it to the Church for discussion and approval;
 - 4. To manage the financial resources of the Church;
 - 5. To manage the Church calendar;
 - 6. To oversee all other committees so as to make ensure they are fulfilling the needs for which they were created and that they are adhering to the Church budget;
 - 7. To provide accountability to church committee leaders in a spirit of love and grace;
 - 8. To review and approve contracts with outside vendors;
 - 9. To ensure that adequate insurance is carried on all Church property at all times.

BUILDING & GROUNDS COMMITTEE

- A. This Committee will consist of a minimum of three (3) active Church Members who desire to serve and minister to the Church Body in multiple ways, and who have been elected by the current Building & Grounds Committee and affirmed by the Church Body.

- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.

- C. The Building & Grounds Committee will elect one committee member each year to serve as the Building & Grounds Chairperson. The Building & Grounds Chairperson will represent this committee on the Church Council.

- D. If the Building & Grounds Chairperson resigns or is unable to fulfill his or her duties for whatever reason, the Building & Grounds Committee must elect a current committee member to assume the chairmanship and represent the committee on the Church Council.

- E. The purpose of this committee will be:
 - 1. To develop a budget proposal and submit it to the Church Council by October 1 prior to the start of the Fiscal year
 - 2. To oversee the up-keep and maintenance of Church building and grounds.
 - 3. To oversee the up-keep and maintenance of the Church cemetery
 - 4. To oversee the up-keep and maintenance on all the Church equipment (bus, lawnmower, etc..)
 - 5. To prayerfully seek wisdom on how to better serve this Church Body

CHILDREN'S MINISTRY COMMITTEE

- A. This Committee will consist of the Children's Minister/Leader (if applicable) and a minimum of three (3) active Church members of good standing who desire to serve the children of this Church Body and who have been elected by the current Children's Ministry Committee and affirmed by the Church Body.
- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.
- C. The Children's Ministry Committee will elect one committee member each year to serve as the Children's Ministry Committee Chairperson. The Children's Ministry Committee Chairperson will represent this committee on the Church Council.
- D. If the Children's Ministry Committee Chairperson resigns or is unable to fulfill his or her duties for whatever reason, the Children's Ministry Committee must elect a current committee member to assume the chairmanship and represent the committee on the Church Council.
- E. The purpose of this committee will be:
 - 1. To develop a budget proposal and submit it to the Church Council by October 1 prior to the start of the Fiscal year
 - 2. To prayerfully seek wisdom on how to guide and direct the children.
 - 3. To select Church members in good standing to serve and assist in the nursery and prepare a schedule for them. If at all possible, schedules need to be prepared at least two (2) months in advance. All new workers must pass a background check before serving.
 - 4. To select Church members in good standing to serve and assist in Children's Church and prepare a schedule for them. If at all possible, schedules need to be prepared at least two (2) months in advance. All new workers must pass a background check before serving.
 - 5. To be responsible for ordering, budgeting, and planning study materials for Children's Church.
 - 6. To be responsible for ordering, budgeting, and planning Vacation Bible School.
 - 7. To plan activities, retreats, and mission trips
 - 8. To work with the Building and Grounds Committee if new equipment or space is needed.
 - 9. To prayerfully support and assist church staff and volunteers in meeting all the physical and spiritual needs of the children
 - 10. To devise ways to grow the children's department both physically and spiritually

DEACON BODY

- A. This committee will consist of the duly elected active Deacons of the Church.

- B. This committee must operate and govern the Deacon Family Ministry. The Deacons will divide up the active Church members among the Deacons so as to be better servants of the Church Body. This will allow the Deacons the ability to get to know and meet the personal needs and desires of the Church Body. They will call and/or visit their assigned Church members on a regular basis.

- C. The Deacon Body will nominate each year one Deacon from the Deacon Body to be the Chairman of the Deacons after the new Church year. The Chairman of the Deacons will represent this committee on the Church Council.

- D. The Deacons' individual duties shall include, but are not limited to:
 - 1. Attend regular Church services and support them with good will, prayers, and service.
 - 2. Attend regular Deacon meetings and special meetings called by the Pastor or Chairman.

- E. The purpose of this committee will be:
 - 1. To meet at least once a quarter or be called to a special meeting by Chairman or Pastor;
 - 2. To seek to know and meet the physical, moral, and spiritual needs of the Church members through the Deacon Family Ministry;
 - 3. To be responsible for working with the Pastor if any disciplinary issues arise among the Church membership or staff;
 - 4. To serve as an advisory body to the Pastor in matters pertaining to the welfare of the Church Body and missions/service opportunities to aid members;
 - 5. To assist in the preparation and observance of the Lord's Supper and Baptism;
 - 6. To select and oversee the ushers and greeters of the Church;
 - 7. To develop a budget proposal for their area of ministry and submit it to the Church Council by October 1 prior to the start of the Fiscal year;
 - 8. To work with the Building and Grounds Committee if new equipment or space is needed.

EDUCATION COMMITTEE

- A. This Committee will consist of all the Sunday School teachers and their substitutes.
- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.
- C. The Education Committee will elect one committee member each year to serve as the Education Committee Chairperson. The Education Committee Chairperson will represent this committee on the Church Council.
- D. If the Education Committee Chairperson resigns or is unable to fulfill his or her duties for whatever reason, the Education Committee must elect a current committee member to assume the chairmanship and represent the committee on the Church Council.
- E. The purpose of this committee will be:
 - 1. To develop a budget proposal and submit it to the Church Council by October 1 prior to the start of the Fiscal year
 - 2. To prayerfully seek wisdom on how to guide and direct the education and discipleship of this Church body
 - 3. To determine if there needs to be a new Sunday School class, and present a qualified teacher from the Church membership to the Church Body for approval.
 - 4. To replace any Sunday School teachers who quit or were removed for whatever reason
 - a. Voting on replacement teacher can be done at next scheduled Church meeting. If needed, the substitute teacher can serve prior to Church meeting.
 - 5. To oversee New Members class, Small Group Bible Study, or Discipleship classes.
 - 6. To research and prayerfully select the education materials for the children, youth and adult education.
 - 7. To work with the Building and Grounds Committee if new equipment or space is needed
 - 8. To prayerfully support and assist the church staff and volunteers in meeting all the educational needs of the Church Body
 - 9. To devise ways to grow the education department both physically and spiritually

MISSIONS/EVANGELISM COMMITTEE

- A. This Committee will consist of a minimum of three (3) active Church Members who desire to serve the Church Body in the area of coordinating missionary efforts, outreach and support, and who have been elected by the current Missions/Evangelism Committee and affirmed by the Church Body.

- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.

- C. The Missions/Evangelism Committee will elect one committee member each year to serve as the Missions/Evangelism Committee Chairperson. The Missions/Evangelism Committee Chairperson will represent this committee on the Church Council.

- D. If the Missions/Evangelism Committee Chairperson resigns or is unable to fulfill his or her duties for whatever reason, the Missions/Evangelism Committee must elect a current committee member to assume the chairmanship and represent the committee on the Church Council.

- E. The purpose of this committee will be:
 - 1. To develop a budget proposal and submit it to the Church Council by October 1 prior to the start of the Fiscal year;
 - 2. To prayerfully seek wisdom on how to best accomplish the missionary aims and goals of the church;
 - 3. To research the work and needs of potential missionary partners;
 - 4. To stay current regarding the work and needs of current missionary partners;
 - 5. To develop, communicate, and (pending church approval) implement a strategy of supporting an Acts 1:8 missionary program (Jerusalem, Judaea, Samaria, and the ends of the earth);
 - 6. To organize mission teams or assist mission teams in organizing mission trips;
 - 7. To coordinate special missions offerings either at the local church level or the convention level (Maguire State Missions, FL Baptist Children's Home, Lottie Moon, Annie Armstrong, etc.);
 - 8. To keep communications open within the congregation regarding our relationships with missionaries and their work;
 - 9. To facilitate educational opportunities for the congregation regarding opportunities to engage in missions through financial support, prayer support, or material and physical support.
 - 10. To facilitate congregational education regarding the church's participation in the SBC's Cooperative Program;
 - 11. To be diligent in provoking the church to action in local missions opportunities;
 - 12. To devise and promote a program of intentional evangelism within the community.

PERSONNEL COMMITTEE

- A. This Committee will consist of seven (7) active Church members. The Chairman of the Deacon Body shall serve by default, and the remaining six shall consist of an equal number of men and women who have been nominated and elected by the Church Body during the third quarterly (Annual) business meeting.

- B. The Chairman of the Deacons serves by default and rotates with that position. Remaining committee members shall be elected to serve three (3) year terms. Each year, one man and one woman shall rotate off the committee, and one man and one woman shall be nominated and elected to serve, thereby maintaining both a continuity of service on the committee as well as the equal representation.

- C. The Personnel Committee must elect a chairperson each year who shall represent the committee on the Church Council.

- D. The purpose of this committee shall be to serve as the principal body liaising between the Church Body and the paid staff of the Church. Its responsibilities shall include:
 - 1. To serve as the ultimate point of contact regarding staff accountability including commendation, appreciation, and disciplinary measures if necessary;
 - 2. To develop and maintain current position descriptions for all paid staff, subject to approval by the Church body, to be recorded in the Pleasant Ridge Baptist Church Policies and Procedures Reference Manual;
 - 3. To develop and implement policies regarding employment practices, benefits, and other such personnel policies as may be deemed necessary by the committee or the church body;
 - 4. To work in conjunction with the Church Council and other applicable church leadership to propose salary and benefit stipulations for any new staff positions being created;
 - 5. To submit a proposed budget regarding salaries and benefits for the new fiscal year to the Church Council by October 1 of the current fiscal year;
 - 6. To develop and oversee a hiring procedure for any new or vacant program staff or support staff positions in the church;
 - 7. To conduct annual performance reviews for all staff for the purposes of staff accountability and the consideration of merit raises;
 - 8. To communicate concerns, desires, or matters of mutual interest between the staff and the Church Body.

SOCIAL COMMITTEE

- A. This Committee will consist of a minimum of three (3) active Church Members who desire to serve and minister to the Church Body in multiple ways, and who have been elected by the current Social Committee and affirmed by the Church Body.

- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.

- C. The Social Committee will elect one committee member each year to serve as the Social Committee Chairperson. The Social Committee Chairperson will represent this committee on the Church Council.

- D. If the Social Committee Chairperson resigns or is unable to fulfill his or her duties for whatever reason, the Social Committee must elect a current committee member to assume the chairmanship and represent the committee on the Church Council.

- E. The purpose of this committee will be:
 - 1. To develop a budget proposal and submit it to the Church Council by October 1 prior to the start of the Fiscal year;
 - 2. To prayerfully seek wisdom on how to better serve this Church body;
 - 3. To plan and prepare meals for those who are grieving a lost loved one or who have had major surgery;
 - 4. To meet and discuss any benevolence issues, and if it is determined that aid should be given, meet the need;
 - 5. To work with the Ministry Assistant when needing supplies;
 - 6. To plan and assist with Church decorations for annual and special events;
 - 7. To send flowers and or cards to members who are in need or who are homebound;
 - 8. To make plans or arrangements to assist any missionaries or evangelists who might serve with the Church for any extended period of time;
 - 9. To work with the Building and Grounds Committee if new equipment or space is needed;
 - 10. To prayerfully support and assist the chairperson in meeting all the needs of this committee;
 - 11. To devise ways to grow the social ministries of the Church both physically and spiritually.

STEWARDSHIP COMMITTEE

- A. This Committee will consist of the Church Treasurer, the Chairman of the Deacons, and a minimum of three (3) active members who demonstrate strong discipline with responsible Biblical financial stewardship and who have been elected by the current Stewardship Committee and affirmed by the Church Body.

- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.

- C. The Church Treasurer will represent the committee on the Church Council.

- D. The purpose of this committee will be to assist in the development and implementation of an annual church stewardship campaign based on the approved budget and church approved initiatives, to develop and implement financial policies for the Church, and to facilitate financial stewardship education for the church. Responsibilities and duties shall include but are not limited to
 - 1. To collaborate in preparation of church budget;
 - 2. To discover ways to plan and support church ministries through budget development, promotion, and committee leadership;
 - 3. To highlight the biblical message of stewardship and encourage church members to grow in financial giving;
 - 4. To develop and implement a year-round stewardship ministry that creates, educates, and supports a congregation of generous disciples;
 - 5. To present reports to the congregation at quarterly business meetings of the church and at special business meetings as necessary;
 - 6. To share information regarding stewardship matters with the congregation through church publications, educational materials, occasional seminars, church media and contribution statements;
 - 7. To serve as advocates of the unified church budget and systematic giving to Pleasant Ridge Baptist Church, Inc.

WORSHIP COMMITTEE

- A. This Committee will consist of the Associate Pastor of Worship and a minimum of three (3) active Church members in good standing who desire to serve the Church Body during worship and who have been elected by the current Worship Committee and affirmed by the Church Body.
- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.
- C. The Worship Committee will elect one committee member each year to serve as the Worship Committee Chairperson. The Worship Committee Chairperson will represent this committee on the Church Council.
- D. If the Worship Committee Chairperson resigns or is unable to fulfill his or her duties for whatever reason, the Worship Committee must elect a current committee member to assume the chairmanship and represent the committee on the Church Council.
- E. The purpose of this committee will be:
 - 1. To develop a budget proposal and submit it to the Church Council by October 1 prior to the start of the Fiscal year;
 - 2. To select and assist Church members to run the media and sound equipment;
 - 3. To plan special worship events/programs under the direction of the Associate Pastor of Worship;
 - 4. To assist the Associate Pastor of Worship in selecting new adult choir, youth choir, and children's choir materials as needed;
 - 5. To work with the Building and Grounds Committee if new equipment or space is needed;
 - 6. To prayerfully support and assist the church staff and volunteers in meeting all the worship needs of the Church Body;
 - 7. To devise ways to grow the worship ministry both physically and spiritually.

YOUTH MINISTRY COMMITTEE

- A. This Committee will consist of the Youth Leader (if applicable) and a minimum of three (3) active Church members in good standing who desire to serve the youth of this Church Body and who have been elected by the current Youth Committee and affirmed by the Church Body.

- B. Committee members may resign or new committee members may be elected by the committee at any time; however, any such changes must be reported to the Church Body for affirmation at the next quarterly business meeting.

- C. The Youth Ministry Committee will elect one committee member each year to serve as the Youth Ministry Committee Chairperson. The Youth Ministry Committee Chairperson will represent this committee on the Church Council.

- D. If the Youth Ministry Committee Chairperson resigns or is unable to fulfill his or her duties for whatever reason, the Youth Ministry Committee must elect a current committee member to assume the chairmanship and represent the committee on the Church Council.

- E. The purpose of this committee will be:
 - 1. To develop a budget proposal and submit it to the Church Council by October 1 prior to the start of the Fiscal year;
 - 2. To prayerfully seek wisdom on how to guide and direct the youth;
 - 3. To plan activities, retreats, and mission trips;
 - 4. To select Church members in good standing to serve and chaperone the Youth (all new workers must pass a background check before serving);
 - 5. To be responsible for ordering, budgeting, and planning study materials for Youth Wednesday Night studies;
 - 6. To work with the Building and Grounds Committee if new equipment or space is needed;
 - 7. To prayerfully support and assist the church staff and volunteers in meeting all the physical and spiritual needs of the youth;
 - 8. To devise ways to grow the youth ministry both physically and spiritually.

SPECIAL (AD HOC) COMMITTEES

- A. The Church Council or Church Body shall call for the formation of special committees whenever necessary to attend to any situations requiring special attention that does not fall within the scope of any existing committee.

- B. The Church Council will make a recommendation determining committee members, guidelines, and longevity to the Church Body for approval at the next regularly scheduled business meeting.
 - a. Exception to this is a Pastoral Search Committee. Due to the broader range of impact to the Church body and the greater interest among its membership in a pastoral search, a Pastor Search Committee shall be formed and authorized under the counsel of the whole Church body in a procedure outlined in the next section.

PASTOR SEARCH COMMITTEE

1. When a vacancy occurs in a pastoral office that the Church wishes to fill, a special business meeting shall be convened after the Church has been given two (2) weeks' notice for the purpose of electing and authorizing a Pastor Search Committee for a term lasting until a candidate for the pastoral office in question has been called to serve the church.
2. A Pastor Search Committee shall consist of 7 (seven) members in good standing. The committee should reflect the diversity of the congregation with a nearly equal number of men and women and representation from the various age groups that comprise the Church Body. Two alternates shall also be elected to serve in the event that an elected member is unable to complete his or her service.
 - a. No two immediate family members may serve on the same Pastor Search Committee.
3. The Moderator shall open the meeting and the first order of business shall be for the church to elect a recorder for the meeting.
4. The Moderator shall proceed to explain the rules regarding eligibility for service and then open the floor for nominations of individuals to serve on the Pastor Search Committee.
 - a. Any active member of the church in good standing and eligible to vote is eligible to be nominated to serve.
 - b. Potential nominees must be present at the meeting in order to accept the nomination to be placed on the ballot.
 - c. The recorder shall keep a record of nominees who have accepted their nominations in order to create a ballot.
5. Once nominations have ceased, a ballot shall be created and distributed to those active members in good standing who are present and eligible to vote. The election shall be by secret ballot.
6. Once all ballots are received, the recorder and the Chairman of the Deacons shall tabulate the ballots.
 - a. The nominee who receives the most votes is elected, male or female.
 - b. Following this, the rest of the committee shall be elected in halves by gender, according to nominees who received the most votes. (For example, the nominee with the most votes is elected regardless of gender. The next three slots shall go to the three men who received the highest vote totals, and the final three shall go to the three women who received the highest vote totals.)
 - c. Following the same procedure, the man and woman who receive the next highest vote totals shall be named as alternates to serve.
7. Once the committee is elected and the results reported to the congregation, the Moderator will entertain a motion to authorize the Pastor Search Committee to begin its work. Upon a motion and a second, the Church Body will vote to authorize the committee.

8. The Pastor Search Committee will elect its own chair and begin its work as it deems it best to proceed, in accordance with the procedure for calling a pastor outlined in Section 1 of this document, until such time as they present a candidate to the congregation in view of a call. When the Church Body votes to call a pastor and he accepts the call, the congregation will vote to dissolve the Pastor Search Committee.