

North Roanoke Baptist Church  
Roanoke

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## Committee Manual

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Adopted by  
North Roanoke Baptist Church

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# COMMITTEE MANUAL

This Committee Manual governs the activities of the various committees of North Roanoke Baptist Church (“Church”).

## GENERAL REQUIREMENTS

### **Section 1. Qualifications for All Committee Members**

A. Active Members of the Church

All who serve as elected members of a standing or ad hoc committee should be active members of the Church in good standing for at least one (1) year before serving. They must also be regular in worship attendance, generous in financial support of the Church, and constant in prayer -- for the health of the Church, the progress of the gospel, and for the needs/responsibilities represented by the committee on which they serve.

B. A Sense of God’s Leading and Spiritual Stewardship

Those who serve on committees should sense God’s direction and blessing in agreeing to serve and should consider their service an act of worship and a blessing to be stewarded for the glory of Christ and the good of His church (1 Cor 4:2; 1 Cor 12:4–7).

C. A Desire to Serve

Those who serve as elected members of a committee must have a sincere desire to serve the Lord, His church, and to bless and prosper those with whom they lead and work.

D. A Willingness to be Trained

Any member enlisted by the Church for service on a committee should indicate a willingness to be trained for the responsibility and strive to be as prepared as possible to serve with excellence.

### **Section 2. General Instructions for Standing Committees**

All standing committees, with the exception Counting Committee, shall have a chair, vice-chair, and a secretary. These committees shall elect their own chair, vice-chair, and secretary at their first regularly scheduled meeting of the new year (Church year begins September 1). These committees will report to the Church during the regular business meeting on any significant developments, changes, or pending proposals impacting the Church. Committees will keep minutes of all proceedings of their meetings. These minutes are to be given to the Church clerk.

### **Section 3. General Selection, Removal, and Vacancy Process**

#### A. Selection

Committee members shall be nominated by the Nominating Committee and elected by a simple majority vote of the members present and voting at a duly called and noticed meeting of the church membership.

#### B. Removal

Committee members shall be removed by death, resignation, removal or resignation as a church member, lack of participation, or for just cause by a simple majority vote of the members of the committee.

#### C. Vacancy

Any vacancy may be filled, if necessary, by the same selection process as prescribed in this Section.

## **AUDIT COMMITTEE**

### **Section 1. Purpose**

The Audit Committee conducts an annual audit of the Treasurer's books.

### **Section 2. Qualifications**

In addition to the general qualifications prescribed herein, a committee member must possess an understanding of bookkeeping and auditing procedures.

### **Section 3. Term and Number**

Members of the Audit Committee shall serve one (1) year term and may be re-elected to the committee with no waiting period between terms of service. There shall be no less than four (4) members of the Audit Committee.

### **Section 4. Responsibilities**

- A. To annually conduct a thorough audit of the Treasurer's books and present the results of this audit to the Church no later than the April business meeting.
- B. In the case of a resignation of the Church Treasurer, the committee will audit the books before the Treasurer's resignation is effective.

### **Section 5. Committee Authority**

The Audit Committee shall have access to the Treasurer's books, receipts, invoices, requests for payment, and related documents that shall allow for a thorough audit.

### **Section 6. Relationships**

This Audit Committee shall communicate with the Church Treasurer to work out the best time and procedure to audit the Church's books.

## **BUDGET COMMITTEE**

### **Section 1. Purpose**

This committee shall be responsible for developing, presenting, promoting, and monitoring the Church's annual budget. Additionally, the committee will monitor the Church's overall financial position, strive for wisdom in matters such as available cash reserves, planning for deferred capital improvements or maintenance, and, in consultation with the Lead Pastor and Long-Range Planning Committee, make recommendations for fundraising initiatives as needed.

### **Section 2. Qualifications**

In addition to the general qualifications prescribed herein, persons serving on the Budget Committee should generously and regularly support the church budget, be good Christian stewards, have a Great Commission mindset, be familiar with sound financial management practices, and be familiar with the purpose and ministries of the Church.

### **Section 3. Term and Number**

Members of the Budget Committee shall serve on a three (3) year rotating basis, with one third (1/3) of the members rotating off each year. There will be a one (1) year waiting period for re-election to the same committee. There shall be nine (9) members of the Budget Committee in addition to the Lead Pastor.

### **Section 4. Responsibilities**

- A. Make budget request forms available to the standing committees and ministry team leaders at the beginning of the budgeting process.
- B. Gather the annual budget requests and develop a proposed budget based upon the overall purpose and ministries of the Church.
- C. Present the proposed budget to the Church in the November business meeting.
- D. Promote the adopted budget.
- E. Review budget spending to assure that money is spent according to the adopted budget.

- F. Make necessary recommendations to the Church, and make decisions when unanticipated emergencies arise (e.g. if the budget needs to be reduced during the year, the committee may direct the staff to adjust their budgets as the committee deems necessary).
- G. Evaluate the budget process, and make improvements as needed.
- H. Determine, in cooperation with the Lead Pastor, whether to accept unsolicited gifts for non-budgeted purposes.
- I. Recognize and acknowledge to the Church in a regular business meeting any gifts given in someone's honor or memory.

**Section 5. Committee Authority**

This Budget Committee has the authority to develop a proposed budget based upon the purpose and ministries of the Church. This committee is responsible to present to the Church a realistic but challenging budget. Once this budget is adopted, the committee will administer the budget by reviewing spending and ensuring that spending is in the line with budget requests. This committee also has the authority to make recommendations to the Church for fundraising initiatives when unanticipated or capital needs arise.

**Section 6. Relationships**

The Budget Committee is to have a close relationship with the pastor(s) and all other program staff along with all other committee chairs and ministry teams and to be familiar with budgetary needs. The Budget Committee is to work closely with the Lead Pastor and to be leaders by example in stewardship.

**CONSTITUTION AND POLICY COMMITTEE**

**Section 1. Purpose**

The Constitution and Policy Committee shall recommend to the Church changes and updates to the Constitution as well as Committee manual. This committee will also work with the Lead Pastor and any other involved pastors, program staff, or lead volunteers to develop other documents as future needs should dictate (e.g. guidelines for preventing abuse; guidelines pertaining to preschool/kids ministry/student ministry; guidelines governing short-term missions scholarships, church security, and etc.).

**Section 2. Qualifications**

In addition to the general qualifications herein, the members of this committee, shall be required to understand the overall structure and the various ministries of the Church.

**Section 3. Term and Number**

Members of this committee shall serve on a three (3) year rotating basis, with one third (1/3) of the members rotating off each year. There will be a one (1) year waiting period for re-election to the same committee. There shall be six (6) members of the Constitution and Policy Committee in addition to the Lead Pastor.

**Section 4. Responsibilities**

- A. To review the Constitution and the Church Committee Manual as needs or questions arise and to make recommendations to the Church for needed changes.
- B. To review the other guidelines as needed and to make changes in concert with the Lead Pastor and any other pastors and/or program staff leading the ministry area(s) in question.
- C. To review requests from members who make recommendations for changes or amendments and take action accordingly.

**Section 5. Committee Authority**

The Constitution and Policy Committee has the authority to make recommendations to the Church within the stated guidelines with respect to changing all or part of the Constitution and Committee Manual. The committee also has authority to develop other policies and guidelines in cooperation with the Lead Pastor and appropriate church staff or volunteers pertaining to ministry-specific needs.

**Section 6. Relationships**

The Constitution and Policy Committee is responsible to make the Church aware of any changes to Church policies or guidelines that do not involve the Constitution or Committee Manual and to notify the Church of anticipated recommendations to amend the Constitution or Committee Manual in a regular business meeting as soon as they are known.

**COUNTING COMMITTEE**

**Section 1. Purpose**

The Counting Committee shall receive, verify, and deposit all monies given to the Church.

**Section 2. Qualifications**

In addition to the general qualification prescribed herein, members of this committee need to have Monday mornings available.

**Section 3. Term and Number**



Members of this committee shall serve one-year (1) terms and may be re-elected to the same committee with no waiting period between years of service. There shall be eight (8) members of the Counting Committee, as well as additional substitutes.

**Section 4. Responsibilities**

- A. Collect money from Sunday worship service(s) and 3D groups and deposit in the Church safe.
- B. Count monies on Monday or following banking day.
- C. Record giving totals.

**Section 5. Committee Authority**

The Counting Committee is authorized to receive, verify, and deposit monies given to the Church.

**Section 6. Relationships**

The Counting Committee must work with the Treasurer and Church Office Secretary.

**LONG-RANGE PLANNING COMMITTEE**

**Section 1. Purpose**

The Long-Range Planning Committee shall work closely with the Lead Pastor, other pastors, program staff and other committee chairs to consider and recommend significant changes to the Church's facilities or programs. The committee's work will ebb and flow over time depending upon the needs in the life of the Church and the present effectiveness of existing programs.

**Section 2. Qualifications**

In addition to the general requirements prescribed herein, the members of the Long-Range Planning Committee shall be persons who enjoy looking at overall cultural, community, and church trends, and thinking about how the plans and programs of today will help facilitate the work of making disciples a generation or more from now.

**Section 3. Term and Number**

Members of the Long-Range Planning Committee shall serve on a three (3) year rotating basis, with one third (1/3) of the members rotating off each year. There will be a one (1) year waiting period for re-election to the same committee. There shall be nine (9) members of the Long-Range Planning Committee in addition to the Lead Pastor.

**Section 4. Responsibilities**

- A. Discover and analyze long-range church and community needs.
- B. Study and recommend facilities or program changes to the Church.

**Section 5. Committee Authority**

The Long-Range Planning Committee has the authority to study and recommend to the Church programmatic or facilities changes for the long-term good of the Church and to interpret these proposed changes/plans to the congregation or appropriate groups.

**Section 6. Relationships**

The Long-Range Planning Committee must work closely with the Church staff, key lay volunteers, and the other standing Committees.

**NOMINATING COMMITTEE**

**Section 1. Purpose**

The Nominating Committee shall work to identify qualified nominees to serve in all Church-elected roles filled by volunteers with the exception of Deacons and Assistant Pastors who are nominated as outlined in the Constitution.

**Section 2. Qualifications**

In addition to the general requirements prescribed herein, the members of the Nominating Committee shall have a general knowledge of the Church membership; be willing and able to communicate with people and, to the greatest degree possible, to match committee assignments with a nominee's gifts and abilities.

**Section 3. Term and Number**

Members of the Nominating Committee shall serve on a three (3) year rotating basis, with one third (1/3) of the members rotating off each year. There will be a one (1) year waiting period for re-election to the same committee. There shall be six (6) members of the Nominating Committee in addition to the Lead Pastor.

**Section 4. Responsibilities**

- A. Select, interview, and enlist members willing and qualified to be nominated to serve in the various elected roles of Church service.
- B. Present nominees to the Church for election to service. This will typically occur in the July business meeting but may also occur throughout the year when committee vacancies arise.

- C. As requested, assist the Lead Pastor, pastors, and all other program staff, and deacons in identifying qualified volunteers to serve in other, non-elected volunteer roles in the Church (e.g. preschool, kids, parking, IT, etc.).

### **Section 5. Committee Authority**

The Nominating Committee has the authority to recommend to the Church nominees for election to serve as officers and committee members of the Church.

### **Section 6. Relationships**

This committee is to work closely with the Lead Pastor and existing committee chairs in identifying qualified members to serve on Committees. The committee will also work closely with all other program staff and key volunteers to assist in meeting the other volunteer needs in the Church.

## **PERSONNEL COMMITTEE**

### **Section 1. Purpose**

The Personnel Committee assists the Church in matters related to personnel administration and management including all paid staff excluding the Lead Pastor.

### **Section 2. Qualifications**

The persons who serve on the Personnel Committee shall be persons who are committed to the ministries of the Church and are involved in the Church's ministries. If possible, they should have some knowledge of personnel administration and management. No present staff member or immediate family member of a staff member shall serve on this committee.

### **Section 3. Term and Number**

Members of the Personnel Committee shall serve on a three (3) year rotating basis, with one third (1/3) of the members rotating off each year. There will be a one (1) year waiting period for re-election to the same committee. There shall be six (6) members of the Personnel Committee in addition to the Lead Pastor.

### **Section 4. Responsibilities**

- A. Study the need for additional Church staff and make recommendations to the Church.
- B. Collaborate with the Lead Pastor and any other staff as appropriate to prepare and update position descriptions as needed.

- C. Recruit, interview, and recommend new program staff for election by the Church when a vacancy occurs or when a new position has been approved by the Church.
- D. Develop an employee handbook with policies and procedures for staff members (e.g. absences, employment practices, leaves of absences, time off, working hours, etc.). Update the employee handbook as needed. Notify the Church of changes to the employee handbook during a report to the regular business meeting.
- E. Develop and recommend a salary program for the Church through the annual budget process and the employee handbook. A complete salary program includes salaries, expenses, and benefits the Church provides for the staff as well as privileges staff members have such as time away for conferences, vacation, and personal development.
- F. Annually interview supervisors about staff needs and performance.
- G. Counsel with staff to correct problems, and if need arises, recommend dismissal after following proper procedure as outlined in the Employee Handbook.

#### **Section 5. Committee Authority**

The Personnel Committee shall have the authority to recommend to the Church the employment and dismissal of paid program staff members (excluding the Lead Pastor). This committee shall also have the authority to recommend to the Church the creation of new program staff positions. This committee shall also have the authority to create new support staff roles or modify existing support staff roles provided they do so within their existing budgetary constraints. This committee shall have the authority to employ and dismiss support staff after consultation with the appropriate supervisor(s). This committee shall have the authority to recommend to the Church a salary program for the paid staff (annually through the budget process). Supervision of staff will not be one of the duties of this committee. All program staff will be supervised by the Lead Pastor. Support staff who are employed to support program staff members in fulfilling their ministry responsibilities will be supervised by that program staff member (e.g. worship associate reports to the minister of worship; ministry-specific administrative assistants report to the program staff member responsible for that ministry area, etc.)

#### **Section 6. Relationships**

The Personnel Committee shall consult with the appropriate supervisors when evaluating job performance, developing, or modifying position descriptions, or hiring a new staff member. When developing a salary program, this committee will be in regular communication with the budget committee in the annual budget process. In regard to the Lead Pastor the Deacons will provide recommendations concerning salary or other compensation adjustments as part of the annual budgeting process.

## **PROPERTY COMMITTEE**

### **Section 1. Purpose**

The Property Committee shall assist the Church in care of all property and buildings.

### **Section 2. Qualifications**

In addition to the general qualifications prescribed herein, it would be helpful if the members understood specific areas of maintenance procedures and/or building codes and construction and/or skills related to these areas, if possible.

### **Section 3. Term and Number**

Members of the Property Committee shall serve one (1) year terms and may be re-elected to the same committee with no waiting period between years of service. There shall be twelve (12) members of the Property Committee in addition to the Lead Pastor.

### **Section 4. Responsibilities**

- A. Inspect all Church properties periodically.
- B. Consult with program leaders concerning space allocations.
- C. Recommend changes in use of facilities and property.
- D. Make recommendations to the personnel committee concerning maintenance personnel, employment, and training.
- E. Develop and recommend policies and procedures related to Church property and space. (These include maintenance, insurance, use of buildings, properties, and space.)
- F. Develop and recommend arranging, equipping, and administration of parking space.
- G. Prepare budget recommendations.
- H. Consult with Church organization leaders and other groups concerning adequate furnishings.
- I. Oversee the maintenance and management of Church rental properties.

## **Section 5. Committee Authority**

The Property Committee has the authority to recommend to the Church changes in use of facilities and policies and procedures for use of space. This committee also has the authority to recommend to the Personnel Committee persons for employment to clean and/or maintain the facility and may recommend job descriptions for these employees. This committee has the authority to use funds budgeted for its area in accordance with the established budget procedures.

## **Section 6. Relationships**

This committee must be in contact with Church organizational leadership and other groups to be aware of space and furnishing needs. This committee must also have communication with the Personnel Committee regarding custodial performance. When emergency needs arise, this committee will need to be in contact with the Budget Committee for any unbudgeted requests.

## **AD HOC COMMITTEES**

### **Pastor Search Committee**

This special ad hoc committee shall consist of seven (7) members. These persons shall be nominated by the deacons. Additional nominations can be made from the floor. The seven (7) persons securing the highest number of votes shall be elected by the Church in a special business meeting. This committee shall bring one name at a time for consideration of the Church as pastor, and no nomination shall be made except those of the committee. An affirmative vote of at least three-fourths (3/4) of those present and voting shall be necessary for extending a call. Voting shall be by ballot. Should the one recommended by the committee fail to receive a three-fourths (3/4) vote, the committee shall be instructed to seek out another minister, and the meeting shall be adjourned without debate. A pastor thus elected shall serve until the relationship is terminated by his request, or the Church's request. Thirty (30) days notice will be given by the pastor or the Church upon resignation or termination of employment of the pastor.

The agreement reached between the Pastor Search Committee and the Deacons and accepted by the prospective candidate for pastor will become a part of the notification of the special business meeting to consider the candidate for the position of pastor and will become part of the Church record. Terms of agreements will include among other items, salary, expenses, benefits, vacation, revivals, conventions, moving expenses, pay for absences from pulpit, and other matters incidental to the pastorate. When a pastor is called this committee shall be disbanded.