

NORTHMINSTER BAPTIST CHURCH
STANDING COMMITTEES

(Approved by Board of Deacons on February 8, 2025)

ADOPT-A-SCHOOL COMMITTEE

In cooperation with the policies set up by Partners in Education of the Jackson Public Schools, the Adopt-A-School committee provides volunteers for active involvement in meeting the needs of students and faculty of Spann Elementary School.

ADULT MINISTRIES COMMITTEE

This committee, with the participation and cooperation of the church staff, will direct and oversee the program of activities and education directed to adult members of the church, such as Sunday School, Sunday evening programs, adult retreats or conferences. It will consult with members and teachers of adult Sunday School classes in selection of curriculum materials. It will evaluate the need and resources available for establishment of new Sunday School classes and other adult programs.

BAPTISM / COMMUNION COMMITTEE

This committee arranges and prepares for baptismal services and is responsible for cleaning up afterwards. It is responsible for providing appropriate assistance and supervision for changing clothes after baptism. The committee is responsible for preparing the elements for use in the Lord's Supper, for maintaining the communion service, and for cleaning up following communion. All committee members assist with both baptism and communion as needed throughout the year. The committee is also responsible for obtaining necklaces for members being baptized and communion cups for their first communion.

BIBLE CAMP PLANNING COMMITTEE

This committee is responsible for working with the Associate Pastor in selecting curriculum, planning the dates and asking volunteers for Bible Camp. This committee also makes necessary arrangements and plans for bringing Bible Camp into fruition each summer.

BUILDING MAINTENANCE COMMITTEE

This committee, with the participation and cooperation of the church staff, shall supervise and direct the ordinary and routine care, maintenance, and general upkeep of all church buildings and property. The committee shall have general oversight of contractors and/or vendors performing routine maintenance, repairs, and/or improvements to our facilities, including such areas as mechanical, electrical, security, and plumbing systems. The committee is also responsible for making recommendations to the Board of Deacons as to proposed major repairs and/or improvements to church buildings and property.

BUILDING UTILIZATION COMMITTEE

This committee's responsibility is to carry out the policies for the use of the church buildings by groups not associated with Northminster, whose policies are consistent with the purposes of Northminster as expressed in the covenant. When the committee finds that such use is in accord with the general welfare of the community, the committee may grant permission for occasional or special use. Before permitting long-term usage, this committee shall make a recommendation to the deacons and secure their approval. This committee is also responsible for evaluating and applying existing policies relating to use of the church buildings for weddings, funerals, and other events. At such events, the committee may provide one of its members to serve as a host and liaison with the church.

CAREGIVING COMMITTEE

The Caregiving Committee serves as a lay caregiving program to involve Northminster members in serving as caregivers to members and friends of our congregation. The committee meets weekly to pray for members and friends in need, and to provide support through meals, cards, phone calls, visits, etc.

CHILDREN'S MINISTRIES COMMITTEE

The Children's Ministries Committee, with the participation and cooperation of the church staff, will direct and oversee the church's program of care and spiritual formation for children ranging in age from infancy through sixth grade. This committee may also serve as a resource for the Education Leadership Nominating Committee as it selects teachers and leaders for various children's classes and activities.

COLUMBARIUM COMMITTEE

This committee implements the policies and regulations relative to columbarium use and oversees the day-to-day use and activities of the columbarium.

DEACON NOMINATING COMMITTEE

This committee is responsible for preparing a slate of nominees to be presented to the congregation for the election of six deacons at the annual meeting in September as directed by the church bylaws Article VI.

DENOMINATIONAL RELATIONS COMMITTEE

This committee is responsible for studying and reporting to the congregation concerning relationships and affiliations between this church and other cooperating Baptist congregations and organizations. The committee is responsible for making recommendations to the Board of Deacons and the congregation concerning the allocation of the church's financial and other resources among such organizations and other regional, national and worldwide Baptist mission and educational endeavors.

EDUCATION LEADERSHIP NOMINATING COMMITTEE

This committee shall recommend to the congregation nominations for education leaders of the church, including Sunday School leaders and teachers, and Sunday evening leaders, as provided by the Bylaws. It will also be responsible for filling vacancies occurring during the church year.

FELLOWSHIP COMMITTEE

This committee is responsible for planning, arranging, and hosting fellowship activities such as Wednesday Night Suppers, Picnics/Potlucks, Easter and Christmas Breakfasts, and other special events. This committee may also assist with other fellowship activities hosted by other committees.

FINANCE / STEWARDSHIP COMMITTEE

This committee is responsible for analyzing the church's financial needs and possibilities, for preparing and recommending an annual budget, for the subscription of the budget, and for reviewing and approving expenditures within the scope of the budget. Designated committee members will be responsible for counting, securing and reporting church collections following each Sunday morning worship service.

FLOWER COMMITTEE

This committee is responsible for making arrangements to have flowers in the building on Sunday and on other occasions when it seems proper, and for the upkeep of the supply area behind the pulpit used by the committee.

GREETER COMMITTEE

The function of this committee is to enlist and train volunteers for the Greeter's Team and to schedule greeters from the Greeter's Team each Sunday morning to welcome/greet visitors to Northminster before the worship hour. Greeters are to be an extension of the Northminster family during this time to make certain that visitors are guided to desired areas of worship. Greeters aid the ushers in preserving a worshipful atmosphere and to be cognizant of those visitors attending our services. Following the worship service, members of the Greeter Committee also assist in the Narthex by facilitating the welcoming and greeting of new members joining the church immediately after the worship service.

HISTORY COMMITTEE

This committee is responsible for recording the significant events in the life of the church and preserving and caring for photographs and records related to the history of the church.

INSURANCE COMMITTEE

This committee shall analyze the insurance needs of the church and make periodic re-evaluations as necessary. It shall make appropriate recommendations to the Board of Deacons as well as advise other committees on various risk management issues, policies and procedures.

LANDSCAPING AND GROUNDS COMMITTEE

This committee is responsible for supervising the ordinary and routine care and maintenance of all church grounds and for making recommendations to the Board of Deacons as to proposed major improvements or repairs.

LIBRARY COMMITTEE

This committee is responsible for directing the acquisition and organization of books and other library materials for effective library use. It also supervises the use, promotion, and management of the library.

MISSIONS COMMITTEE

This committee is a research unit for Northminster in the area of needs outside the immediate church family. The committee is authorized to expend funds, as authorized by the budget to individuals or groups. Recommendations on expenditures in excess of \$2500 per year to a single new donee shall be forwarded to the Board of Deacons. The committee shall report to the Board of Deacons and the congregation on the direct and local missions programs on at least an annual basis. The committee is also charged to develop projects that involve the Northminster members in the work of missions.

PERSONNEL COMMITTEE

This committee, with the participation and cooperation of the pastor, shall periodically survey and determine the church's staff needs, shall define the duties of church staff members, and shall supervise and review the performance of staff members. When requested and authorized to do so by the Board of Deacons, it shall review and employ staff members. It shall make recommendations annually to the Finance Committee as to compensation and benefits for staff members and, within the parameters established by the church's budget, it shall determine such compensation and benefits.

PULPIT SUPPLY COMMITTEE

This committee, in consultation with the pastor, shall be responsible to secure appropriate leadership to conduct services in the absence of the pastor. The chairperson will be responsible for making arrangements with the Financial Secretary for payment of the honorarium. When the position of pastor is vacant, the committee may make recommendations to the congregation as to employment of an interim minister to act as worship leader and/or interim minister of pastoral care. The committee shall consult with the Board of Deacons before engaging a minister to provide leadership for extended periods of time.

SENIOR ADULT MINISTRIES COMMITTEE

This committee will offer the opportunity for members over 60 to participate in activities that will promote a sense of being connected to one another and to Northminster. These activities will promote spiritual, educational, and social enrichment. Planning and selection of leadership for each event will be by the committee. Volunteers from outside the committee will be enlisted to accomplish its purposes.

SPECIAL GIFTS COMMITTEE

This committee shall establish policies and procedures for accepting and expending special gifts to Northminster. The committee shall decide whether each gift shall be accepted. They shall also be responsible for supervising the general memorial funds of the church. Minutes of each meeting shall be recorded and kept in the office of the Church Clerk. One member of the committee will also be a member of the Finance Committee. The chairperson shall report actions of the Special Gifts Committee no less than annually to the Board of Deacons.

TECHNOLOGY COMMITTEE

This committee oversees the church's various technologies (e.g. website, audio/video recording and streaming, online giving, digital archiving, etc.) to make sure systems are coordinated and optimized. This committee may delegate its work to various subcommittees, such as the Audio/Visual Subcommittee, which is responsible for operating the church sound and video system during worship and other programs. The Technology Committee may also assist the staff in evaluating and making recommendations to the Board of Deacons and the congregation as to major purchases of equipment to assist in worship, music, education and other ministries of the church.

USHER COMMITTEE

This committee is responsible for enlisting and coordinating persons to greet worshipers, usher people to seats, receive the offering, assist in the worship service, and perform the necessary actions relating to these functions. The committee is also responsible for enlisting persons to assist during funerals and other special services.

WEDDINGS / FUNERALS / SPECIAL CEREMONIES COMMITTEE

This committee with the participation and cooperation of other key committees and church staff will evaluate and implement policies and/or procedures relating to weddings, funerals, and other special ceremonies. Also this committee is to enlist and train volunteers to serve on a Host Team for Weddings and a Host Team for Funerals and to schedule those Hosts as appropriate to assist with Weddings and Funerals.

WIDER NET MINISTRIES COMMITTEE

This committee works with the Pastors to guide and nurture Northminster's efforts to build and grow significant relationships and programs of caring with the Mid-City/Georgetown area of Jackson. This committee also administers disbursements from the Wider Net Ministries Designated Fund.

WORSHIP AND MUSIC COMMITTEE

For regular and special worship services, this committee is responsible for coordinating with the pastors in planning the Order of Worship, providing the liturgy, overseeing elements of worship, and assigning lay readers. This committee may also publish devotional guides for Advent and Lent. This committee will coordinate with the Minister of Music in overseeing the music ministry for all age groups in the church and will advise in policy and personnel matters regarding the music ministry.

YOUTH MINISTRIES COMMITTEE

This committee, with the participation and cooperation of the church staff, will direct and oversee the church's program designed to provide junior and senior high school age youth with meaningful experiences in recreation, entertainment, study, and Christian development.

The Committee on Committees is responsible for annually designating the chairs and members of the standing committees. (Bylaws, Article VIII, Sections 1, 2, 3 and 4.)