



serving @ cooper fbc

SERVING @ COOPER FBC

TEACHING MINISTRY

Teacher/Bible Study Leader5

Sunday School Director.....5

Assistant Sunday School Director.....5

COMMITTEES

Nominating6

Audio/Visual.....7

Decorating8

Food Service.....8

Personnel.....9

Properties.....10

Stewardship.....10

Money Counter.....11

Ushers/Greeter.....12

ORDINANCES

Baptism.....12

Communion.....13

MINISTRY SUPPORT

Nursery/Preschool Ministry Council14

Nursery/Preschool Volunteers.....14

Children’s Ministry Council14

<i>Student Ministry Council</i>	14
<i>Men's Ministry Council</i>	15
<i>Women's Ministry Council</i>	15
<i>Prayer Ministry Council</i>	15
<i>Missions/Evangelism Ministry Council</i>	15
<i>Music Ministry Council</i>	16
<i>Benevolence Ministry Council</i>	16
<i>Van Ministry Council</i>	17
<i>Life Group Shepherds</i>	18
<i>Life Group Host Home</i>	18

TEACHING MINISTRY

Teacher/Bible Study Leader

Purpose: Teach and proclaim the truth of God's Word.

Requirements:

- Must be a member of Cooper FBC for at least 6 months
- Have a heart to study and live God's Word
- Have a heart for serving people
- Must actively attend all activities of the church

Responsibilities/Duties:

A Disciple that makes Disciples that makes Disciples

Sunday School Director

Purpose: Help equip all teachers of all age groups. This position will be filled by the Minister of Education.

Requirements:

- Must be a member of Cooper FBC for at least 6 months
- Have a heart to study and live God's Word
- Have a heart for serving people
- Must be faithful in attendance in all areas of the church

Responsibilities/Duties:

Train all teachers quarterly in some type of teacher training.
Review and purchase all Sunday school materials for all age groups
Inform teachers of anything that may be helpful in making their teaching ministry become successful
Work close with the Pastors in all areas of the teaching ministry

Assistant Sunday School Director

Purpose: Assist the Sunday school director in any need that may come up.

Requirements:

- Must be a member of Cooper FBC for at least 6 months
- Have a heart to study and live God's Word
- Have a heart for serving people
- Must actively attend all activities of the church

Responsibilities/Duties:

Assist the Sunday School Director in any need that may come up

COMMITTEES**Nominating Committee**

Purpose: Select and enlist active members to serve on all Committees and Ministry Councils through the nominating process. This committee is a 4 year tenure for members and will consist of 4 men and 4 women.

Requirements:

- Must be a member of Cooper FBC for at least 6 months
- Must have a heart to serve
- Must work well with people
- Have a heart to see the Church grow in all areas

Responsibilities/Duties:

- Update and submit for Church approval, a description of each committee or ministry council and associated responsibilities on an annual basis for the upcoming year.
- Create methods to discover potential leaders and the gifts and abilities of active covenant church members for service positions.
- This committee shall screen and approve volunteer workers before they are invited to serve.
- Distribute the most capable leaders among the most pressing needs of the church.
- This committee shall meet with the Chairperson of each committee and ministry council at least once in the first six months of the Church calendar year and once during the last six months to review the responsibilities of their committees and discuss the status of completing the responsibilities.
- Present names of recommended members to the Church for approval and distribute copies of the proposed members to the Church one week prior to the Church conference in August.
- Constantly seek prospective nominees to fill committee or ministry council vacancies that may occur during the year.

Audio/Visual Committee

Purpose: Performs all audio, visual, and lighting aspects of Worship Services, Weddings and other events.

Requirements:

- Attend services and be ready to assist Minister of Music at any time
- Attend Audio/Visual meetings
- Have a servant's heart because much will be asked of you
- Desire to be a part of presenting the Gospel of Jesus Christ through media
- Ability to display excellence, professionalism, and humility in a ministry setting
- Possess a basic understanding or have a desire to learn about computers, audio and video equipment
- Ability to quickly react to and resolve issues that may arise from unforeseen equipment malfunction

Responsibilities/Duties

Setup stage prior to events
Tear stage down after events
Prepare and present Media Shout slides for worship service.
Coordinate sound with Pastors and Musicians to have clarity in worship so that the Gospel is communicated without distraction
Operate and maintain sound equipment.
Operate and maintain video recording equipment
Operate and maintain lighting equipment
Publish polished audio/visual recordings for broadcast
Continually build understanding of equipment, software, and implementation of media in ministry

Seasonal Decorating Committee

Purpose: Keeping the church decorated throughout the year. As seasons change so should the décor in the church.

Requirements:

Must work with the Minister of Music when decorating on or around the stage
Creative
Keep décor fresh and clean
Work well with other decorating committees

Responsibilities/Duties

Decorate auditorium and foyers for all seasonal events such as Fall, Thanksgiving, Christmas, Easter, and Spring

Fellowship Decorating Committee

Purpose: Decorates during special fellowships. (i.e., banquets, celebrations)

Requirements:

Creative
Keep décor fresh and clean
Servant's heart to be ready with short notice
Work well with other decorating committees

Responsibilities/Duties

Decorate for all fellowship meals in family life center
Coordinate with church calendar for events
Have monthly or quarterly meetings

Church Decor Committee

Purpose: Decorate any area of the church that will not conflict with seasonal decorations or decorations for fellowship events.

Requirements:

Creative

Keep décor fresh and clean
Meet when necessary
Work well with other decorating committees

Food Service Banquet/Special Events Committee

Purpose: Glorify God by sharing His love by preparing and serving meals.
This committee has a Chairperson and a Sub Chairperson

Requirements:

Able to cook
Have a servant's heart to be ready to serve with short notice

Responsibilities/Duties

Work with Church Staff to determine food service needs
Solicit Sunday school departments and Life Groups for assistance
Maintain physical inventory of all church-owned Food Service equipment and supplies
Maintain equipment to full working order
Ensure food supplies are fresh and in good supply
Ensure food supplies and equipment is stored in their proper locations
Note any shortages of food supplies and enter same in the food log in the kitchen
Attend all food committee meetings and events and remain present until tasks are completed
Have quarterly kitchen cleanings in addition to regular cleaning, more often if needed
There will be a food committee member present when non- church member(s) use the kitchen

Bereavement Service Committee

Purpose: Provide a meal for family members of the church in the event of death in the family.

Requirements:

Able to cook
Have a servant's heart to be ready with short notice

Responsibilities/Duties

Contact the family to find out how FBC can help
Take care of funeral meals at the church
Ensure there is plenty of food for the family
Send leftover food home with the bereaved family
Work well with food committee by keeping the kitchen clean for future use
Place items used in their proper locations
Use the notebook located on the south counter of the kitchen to document any (church) food items used or in short supply
Solicit Sunday school classes and Life Groups for assistance.
Have quarterly meetings

Wednesday Night Food Service Committee

Purpose: Provide a meal for families on Wednesday nights

Requirements:

Able to cook

Have a servant's heart to be ready with short notice

Responsibilities/Duties

Cook plenty of food for the families

Clean up and wipe down tables in gym

Work well with food committee by keeping the kitchen clean for future use

Place items used in their proper locations

Use the notebook located on the south counter of the kitchen to document any (church) food items used or in short supply

Have quarterly meetings

Personnel Committee

Purpose: Provide assistance to the Church in matters relating to the non-pastoral staff. This committee is a 3 year tenure for members and will consist of 4 men and 3 women.

Requirements:

Must be a member of Cooper FBC for at least 6 months

People Skills

Close working relationship with the pastors

Have a servant's heart

Responsibilities/Duties:

Determine and recommend to the Pastor, staff positions, personnel services and staff discipline

Prepare and update job descriptions for employed church staff members

Review and submit annual compensation recommendations to the Stewardship Committee, within the format and time frame required by the Stewardship Committee for all paid staff members

Advertise, recommend and participate in the interview process, with the Senior Pastor in securing prospective staff employees.

Encourage professional growth and development issues of concern involving Staff members

Develop, update and maintain Church personnel policies regarding benefits, hours of work, holidays, etc. Policy to be maintained in Church office.

Meet quarterly or as needed

All pastoral staff are accountable to the lead pastor

Properties Committee

Purpose: Survey the church property and building space; determine allocation and use of space and furnishings; and maintain church property and equipment.

Requirements:

Willing to work

Desire to care for the church if though it were your own house

Knowledge of building and maintenance and repairs

Responsibilities/Duties:

Develop policy that will establish and maintain a current inventory of church property, furnishings and equipment

Provide maintenance and repairs of church building, parsonages and storage building

Provide maintenance to church property – grounds

Provide maintenance and repairs to equipment related to the care of church properties

Prepare budget recommendations within the format and time frame required by the Stewardship Committee and administer the budget regarding the maintenance of all property

Maintain records in the form of a journal of actions taken and dates of actions regarding maintenance of church property

Perform a periodic inspection of building safety equipment (this would include fire extinguishers, emergency lighting, first aid kit, security equipment, etc.)

Stewardship Committee

Purpose: Plan, direct and coordinate the financial activities of the church. The committee will keep itself informed as to the financial standing and progress of the church. This committee is a 3 year tenure for members and will consist of 4 men and 3 women. The Treasurer will be the chairman of this committee. Information about the Treasurer can be found in the church By-Laws under The Corporate Officers (B4)

Requirements:

Must be a member of Cooper FBC for at least 6 months

Have a servant's heart

Attend monthly committee meetings and more often if necessary to conduct the business of the church

Know that all money is Gods money not your money

Responsibilities:

Advise committees and ministry teams on ways to plan and support church ministries through budget development, promotion and commitment

Take steps to ensure that sound procedures are used for receiving, counting, depositing, disbursing, and recording, reporting and auditing church funds

Work with church administrative assistant concerning the financial records of the church

Work with church committees, ministry teams, organizations and staff to develop the church budget to be presented for the upcoming year

Provide forms, time tables and spending vs. budget to date to all committee and ministry team chairperson and staff no later than September 15th

To obtain budget recommendations from all committees and ministry teams and staff personnel

To complete the proposed church budget no later than December 1st and present to the church for approval
To encourage a sense of stewardship among church members

Additional Responsibilities:

The Stewardship Committee shall be charged with the responsibility as overseer and manager of all finances of the Church, with the following duties:

The Committee will assure that the necessary actions or recommendations are brought before the Church to finance items of the budget

Items suggested as expenditures by the Church and not covered in the budget shall go before the Stewardship Committee for their recommendations to the Church at the next business meeting or called meeting for that purpose

Where securing of loans is necessary, the committee will make necessary preparations and bring same before the Church for approval and signing by the Officers of the Church

Shall make recommendations to the Church, for approval, as to securing bonds, certificates, or any other investments by the Church as monies become available to do so

Shall act as check and balance body for expenditures, against receipts, and make reports to the Church at regular or called business meetings

Money Counter Committee

Purpose: Count and deposit Sunday offerings. The Church Secretary is the chairperson of this committee. This is only for one quarter (3 months). Two people per quarter; 8 people total not counting the church Secretary.

Requirements:

Must be a member of Cooper FBC for at least 6 months

Must be a person of good integrity

Must be good with math

Responsibilities/Duties:

Count Money on Sunday morning.

Ushers/Greeter Committee

Purpose: Ushers and greeters are ministers of hospitality and assistance and are a vital ministry in the Church. Ushers and greeters provide a wonderful service to each member of the church and guests.

This committee will have a Chair and Co-Chair

Requirements:

Have a servant's heart

Have a welcoming spirit

Responsibilities:

To greet everyone warmly who comes into the sanctuary, giving special attention to guests and those who do not seem familiar with the facilities and assist them in finding seats in the sanctuary or assist them locating Sunday school classrooms and restrooms if necessary

Assemble and provide packets of information, programs, and bulletins to guests.

Assist guests in completing information cards containing name, address and phone number and forward information cards to pastoral staff

Maintain an annual list of Senior and junior volunteer ushers to receive the offering during the Sunday morning worship service

Ushers will receive the offering taken during the worship service and place it at a secure location

Ushers will be led by the head usher who will provide a monthly Usher and Greeter schedule to the Church administrative assistant with names and dates of service, two weeks prior to end of month

To serve as ushers and greeters for all occasions

Usher and greeter training will be offered throughout the year by Minister of Education

ORDINANCES

Baptism

Purpose: Ensure the provision of appropriate, well-maintained facilities, equipment and materials necessary for Baptism; to assist the candidates in preparing for their baptism; and to assist the pastor in administering the ordinance. Only 3 men and 3 women are needed for Baptismal Team.

Requirements:

Must be a member of Cooper FBC

Must be on the Church-approved Child Protection Policy List

Must have a calming and peaceful spirit

Responsibilities/Duties:

The pastors will determine baptism dates and times

See that all necessary baptismal garments, supplies, equipment and facilities are available and in order, prior to each baptismal service. This includes being sure the baptismal pool is properly filled and the temperature is at the desired level (this may be assigned to a qualified volunteer if necessary)

Assist the candidates into and out of the pool, and then guide them to their dressing rooms. Each candidate should be given as much privacy as possible

Assist the pastor as needed during the baptismal time

Perform clean-up duties as needed following the baptism

Conduct regular inspections of the baptismal facilities and equipment

Arrange for baptismal garments to be washed, mended or replaced if necessary, for the next service

Know this may be a nervous day for the candidate

Communion

Purpose: Make all necessary arrangements for the observance of the Lord's Supper and assist to the pastor during the observance. The Pastor, Deacon's and Yokefellows are the members of this team.

Requirements:

- Must be a member of Cooper FBC
- Must be a Pastor, Deacon or Yokefellow

Responsibilities/Duties:

- Consult with the pastor in developing dates when the ordinance will be observed throughout the year and which method of observance will be utilized
- Maintain an adequate inventory of materials and supplies
- Determine material and supply needs and order them accordingly through the church secretary
- Ensure that all materials are available and in place prior to each observance of the Lord's Supper or as instructed by the pastor
- Gather, clean and store all equipment after each observance of the Lord's Supper

MINISTRY SUPPORT

Nursery/Preschool Ministry Council

Purpose: Assist the Nursery/Preschool Ministry Coordinator

Requirements:

- Must be a member of Cooper FBC for at least 6 months
- Must be on the Church-approved Child Protection Policy List
- Must have a heart for children and the families
- Must be 18 years old or older

Responsibilities/Duties:

- Assisting Coordinator to properly staff and equipped our Nursery/Preschool Ministry (birth to 5 year olds).
- Encourage and enlist workers for nursery/preschool ministry during worship services (Sunday and Wednesday).
- As necessary, provide workers during additional church activities and services (including choir practices, VBS, and Life Group's etc.)
- Periodically review our church's Preschool's Policy and recommend updates as needed to the Nursery/Preschool Ministry Coordinator

Develop and submit a calendar of workers/volunteers that will be serving in the nursery/preschool ministry for the upcoming year to the Nursery/Preschool Ministry Coordinator.

Develop and submit a proposed budget to the Stewardship Committee for the upcoming year

Meet at least every other month to plan for and implement the plans scheduled activities and addressing concerns, or needs that may arise

Accountable to the Nursery/Preschool Ministry Coordinator who is the chair of the council.

Nursery – Pre-K Volunteer

Purpose: Care for Babies – Pre-K (0-5yrs old) in a loving and nurturing way as though they were our own.

Requirements:

Faithful to Cooper FBC for at least 6 months

Interview with the Nursery/Preschool Coordinator

Pass a criminal and sexual background check

Go through the childhood training course offered at Cooper FBC

Follow the policy and procedures of this ministry.

Responsibilities/Duties:

Build healthy relationships with parents who are both members and guests

Have a sense of call and a passion for nursery and preschool children

Children’s Ministry Council

Purpose: Assist the Children’s Pastor

Requirements:

Must be a member of Cooper FBC for at least 6 months

Must be on the Church-approved Child Protection Policy List

Responsibilities/Duties:

Assist the Children’s Pastor as needed

Have a heart for children and parents of children

Must actively attend all activities of the church

Have a servant’s heart

Student Ministry Council

Purpose: Assist the Student Pastor

Requirements:

Must be a member of Cooper FBC for at least 6 months

Must be on the Church-approved Child Protection Policy List

Responsibilities/Duties:

- Assist the Student Pastor as needed.
- Have a heart for students and parents of students
- Must actively attend all activities of the church
- Have a servant's heart

Men's Ministry Council

Purpose: Grow and lift up our men in the church and the community.

Requirements:

- Must be a member of Cooper FBC

Responsibilities/Duties:

- Coordinate events

Women's Ministry Council

Purpose: Grow and lift up our ladies in the church and in the community.

Requirements:

- Must be a member of Cooper FBC

Responsibilities/Duties:

- Coordinate events

Prayer Ministry Team

Purpose: Pray for the needs of individuals and the church. Create opportunities for everyone to participate in this ministry.

Requirements:

- Must be a member of Cooper FBC

Responsibilities/Duties:

- Have a good prayer life
- Know and believe in the power of prayer
- Encourage members to grow in loving fellowship with the Heavenly Father through a meaningful life of prayer
- Prayer walking, and special prayer time during the Sunday services
- Spend time in our Prayer Room and informing our members of this room

Missions/Evangelism Ministry Council

Purpose: Provide general oversight of promoting and coordination of all missions and evangelism activities within the Church. This Council is to lead the Church in fulfilling its responsibility to carry out the Great Commission.

Requirements:

- Must be a member of Cooper FBC
- People Skills

Must be Mission minded
Have a heart for a lost and dying community
Know the 4 step process of making a disciple @ Cooper FBC
Know this committee is the 4th step in the discipleship making process
Help our faith family to connect with the world

Responsibilities:

Provide general oversight and helping members connect to the following ministries:

- Missions Emphasis (Lottie Moon and Annie Armstrong)
- Christmas Angels
- Christmas Fruit
- Christmas Shoe Box Coordinator
- Good News Club i.e. Teachers and Helpers
- Ambassadors In Ministry
- Hope House

Be a source of encouragement to all church ministries
To regularly host workshops for outreach, evangelism and mission studies
To plan and implement at least one mission outreach project during the year
Submit a proposed Mission budget within the format and time frame required by the Stewardship Committee
Work with all ministries to inform the church family of outreach/mission information and needs

Music Ministry Council

Purpose: Assist the Minister of Music

Requirements:

Must be a member of Cooper FBC

Responsibilities/Duties:

Assist the Minister of Music

Benevolence Ministry Council

Purpose: Aid the church in responding to request for assistance from Church families and other people in the community.

Requirements:

Must be a member of Cooper FBC for at least 6 months
Have a heart for serving people in need
Have a fair balance of sensitivity to the needy and being a good steward of resources for God's glory

Responsibilities/Duties:

Establish guidelines for considering request for assistance and investigate all requests

Coordinate with the church secretary in developing a procedure to route requests for assistance to the Benevolence Council

Determine the amount of frequency of assistance to individuals or families

Coordinate with the Stewardship Committee to administer Benevolence resources

If necessary serve as a liaison between the provider of services and the Stewardship Committee, advising them that payment of particular service has been approved and payment is forthcoming

Van Ministry / Transportation Team

Drivers;

Purpose: Reach out to the community to share the gospel, transportation is provided to persons who need assistance getting to church. We regularly provide transportation to Sunday school and worship service as well as our Mid-Week Bible Study.

Requirements:

Must be a member of Cooper FBC

Responsibilities/Duties:

Must be on the Church-approved Child Protection Policy List

Must have a heart for children and the elderly

Must be 21 years old or older

Must have a valid driver's license

Work with church secretary

Be ready on short notice

Work with the Transportation Committee

Maintenance

Purpose: Oversee and maintain all church vehicles.

Requirements:

Licensed Driver

Having a servant's heart

Work with church secretary

Responsibilities/Duties:

Ensure that all groups using vehicles keep a mileage log and complete a Vehicle Safety Check

Determine the need for service on vehicles and take to appropriate place for service

Ensure that vehicles are cleaned inside and out

Determine eligibility requirements for driving vehicles

Make sure insurance cards and all necessary identification are in and on vehicles (including license plates)
Annually evaluate vehicle insurance for proper coverage and recommend changes as needed to Minister of Education
Ensure that all required safety equipment is maintained (i.e., fire extinguisher, first aid kit and flashlight) and are onboard each vehicle
Evaluate annual budget needs for transportation and make recommendations within the format and time frame required by the Stewardship Committee

Life Group Shepherds

Purpose: The Life Group Shepherd is the most important pastoral link in the church and is the person who is at the closest level of care and concern for the members of the church.

Requirements:

- Must be a member of Cooper FBC for at least 6 months
- Have a heart to study and live God's Word
- Have a heart for serving people
- Must actively attend all activities of the church

Responsibilities/Duties:

- Must be faithful to meet with group during each semester
- Be in community with group members
- Disciple group members
- Keep the pastor informed about the spiritual health of the group
- Pastoring-oriented more than teaching-oriented
- Lifestyle is crucial, you will be modeling the Christian life to your group.

Life Group Hosts Home

Purpose: A place for the Life Group to meet and experience Gospel community

Requirements:

- Everyone in the Host Home willing to open the home for the Life Groups to meet
- Have a heart for serving people

Responsibilities/Duties:

- Must be faithful to open your home to the group during each semester
- Serve group members
- Set up your home to be a place where community will happen best
- Keep the Shepherd informed about the spiritual health or needs of the group
- Willing to be led by the Shepherd and assist with any need