Disclaimer

The information in this book is believed to be accurate at the time of printing. Clifford Baptist Church and the Nominating Committee reserve the right to make changes to the information as deemed necessary. If changes need to be made, please notify a member of the Nominating Committee or the Ministry Assistant.

The intention of this book is to provide prospective volunteers a description of the duties involved in each position. As positions evolve, the duties may not be limited to the descriptions. This book is not intended to include standing committees or a complete list of all activities within the church. The worship service, the weekly bulletin, the website, and the Welcome Packets are good sources for this type of information.

Please remember that you must be a member of Clifford Baptist Church to hold a teaching position or to chair a committee. Membership is not required to serve on a committee.
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SUNDAY SCHOOL

Sunday School Director
- Serves on additional standing committees such as Finance and Nominating
- Prays for staff and direction of Sunday School ministry
- Personally reads and studies to keep abreast of current Sunday School trends
- Researches and attends training opportunities or seminars
- Maintains close contact with staff members and addresses needs or concerns
- Orders and organizes curriculum and classroom supplies
- Schedules and conducts periodic full-staff meetings
- Maintains all attendance records

Sunday School Teacher
- Should feel called to this ministry
- Prepares a weekly lesson through reading, study and prayer
- Strives to build relationships with students
- Attends quarterly staff meetings
- Arrives prior to the beginning of class so that each participant can be greeted properly
- Commits to good attendance, missing Sunday mornings as infrequently as possible
- Learns how to evangelize effectively and puts knowledge into action

Special Education Teacher (as needed)
- The Special Education teachers host a Sunday School Class that may contain students of various ages and challenges
- Responsibilities include learning how to present a lesson in a format that the individuals can understand

CHILDREN’S MINISTRIES
(BIRTH–6TH GRADE)

Nursery Services Coordinator
- Schedules volunteers for nursery (ages 0-2 years) during Sunday morning worship, Wednesday evening prayer meetings, Revivals, Monday evening cantatas, and other special events that may arise during the year
- Publishes the volunteer schedule six months in advance and sends reminder postcards, or makes reminder phone calls to volunteers
- Oversees the Nursery classroom and assesses supply needs and overall appearance including cleanliness
- Trains volunteers on expectations of practices during and after child care
- Fills in when a worker misses on their assigned day or provides a substitute
- Maintains the supply of snacks, batteries and other normal needs

Nursery Worker Sunday Morning Service
- Maintains overall care for children during Sunday morning worship service
- Oversees the handing-out and collection of pagers to parents
- Pays strict attention to the personal belongings of each child and labels them as necessary
- Makes certain that each child has a number that matches the pager given to their parents
- Returns classroom to proper order and vacuums before leaving
- If you desire to work in a particular service, contact the Nursery Coordinator.
Nursery Worker, Wednesday Night Service
- Maintains overall care for children during Wednesday evening service
- Oversees the handing-out and collection of pagers to parents
- Pays strict attention to the personal belongings of each child and labels them as necessary
- Makes certain that each child has a number that matches the pager given to their parents
- Returns classroom to proper order and vacuums before leaving

“Cherub” & “Kids in Praise” Choir Director
- Selects plays, music and accompaniment tracks for Children’s Choir
- Schedules and conducts Children’s Choir practices as well as provides parents and the Ministry Assistant with copies
- Directs Children’s Choir for Sunday morning worship and special performances
- Works with Music Committee and Church Staff to schedule performances
- Prepares or oversees preparation of costumes and props for Musicals/Plays
- Creates slideshows, bulletins, programs and scripts for performances and plays
- Oversees tryouts and assign parts for musicals and plays
- Provides any other needs such as lunch, parties or crowd control

“Shining Lights” Worker (4 years – Kindergarten)
- Ensuring that children are properly taken care of
- Supporting and prayer for each individual worker

“Shining Lights” Director (4 years – Kindergarten)
- Responsible to plan and carry out a children’s church lesson for children 4 years old to Kindergarten, which will be held immediately after the children’s sermon (in the main sanctuary) through the conclusion of morning worship
- Teams of at least two people with each team teaching 2 months per year.
- All materials will be provided

Choir Member Child Care
- Only works with the children of Choir Members. No other children are involved
- Leader works with three other volunteers on a monthly rotation

Extended Session Director (2 & 3 yr. olds)
- The director is responsible for coordinating the teachers and workers for the Preschool B (2’s and 3’s) department during the worship service period which is from 10:45am to noon or shortly thereafter
- Coordination includes grouping and scheduling the teachers and workers on the Sundays they will be serving, and supplying them with the Sunday School lesson and activities information
- Before the beginning of each quarter, the schedules and Bible lessons are prepared and are given out at church or mailed to each extended session worker
- The Director assists in finding a substitute whenever a teacher/worker is unable to attend
**Extended Session Worker (2 & 3 yr. olds)**

- Extended Session Workers include the director, lead teacher, teacher, and assistant.
- The **lead teacher** plans and prepares the bible lesson activities, and leads each lesson activity along with the teacher.
- The **teacher** assists the lead teacher with activities and can lead some of the Bible lesson and play activities.
- The **assistant** can be an adult or a youth that helps the teachers in guiding the children in lesson and play activities.
- Extended Session begins with a snack time, which lasts about 15 minutes.
- Following the Bible lesson there are usually 3 activities lasting about 10 minutes each.
- Lastly playtime activities follow which can include block building, reading books, play dough, games, and outside play.
- Whenever a teacher/worker is unable to attend, he/she is asked to contact a teacher/worker on the following Sunday to switch Sundays. If unable to get a substitute, call the director for assistance. Names and phone numbers of all teachers/workers are supplied with the quarterly schedules.

**G.A. Leader**
See the WMU section of this book.

**King Jesus Kids (Children’s Church for Grades 1-5)**
A Sunday morning worship service, held in the Minnie Stinnett Chapel, structured for children in grades 1st through 5th. This is a fun learning time that teachers about Jesus’ love for them and a personal relationship with Him, the importance of prayer and seeing the answer God gives, how to use God’s word, remember and apply it and giving their hearts in service to Jesus and others.

**Mission Friends Leader**
See the WMU section of this book.

**R.A. Leader**
- Feels called specifically to working with 1-6th grade boys.
- Willing to commit to studying about Royal Ambassadors to learn how they fit into the overall missions plans of the church.
- Willing to put in the time to work with the boys to earn their badges.
- Makes sure the boys are recognized in church when they earn their way through the various steps of growth as an R.A.
- Willing to coordinate and implement the outings that are necessary to both keep the boys interested, and to help them understand how God fits into everyday life.

**Acteens Leader**
See the WMU section of this book.
**Teens Growing in Faith (TGIF) Team Member (Wed. 7-8pm)**
- Lead Wednesday night program on a rotating basis with other youth leader(s)
- Inform youth of plans for activities and events
- Be available for youth in a counseling capacity when needed

**Youth Leader Wednesday Night (Wed. 8-9:15pm)**
- Love, care about, and have a heart for our youth
- Needs to appreciate their diverse and unique personalities, recognizing the issues they deal with in their daily lives and be able to demonstrate how the Bible applies to those areas
- Responsible for chaperoning teens/keeping them in the same area

**ADULT MINISTRIES**

**Baptist Men on Mission Director**
- Should feel called specifically to men’s ministry and be willing to commit to it
- Should take the responsibility of teaching men how to be spiritual leaders in their homes
- Should teach them about assuming servant leadership roles in the church, supporting and expanding the ministry of the church staff
- Should actively engage in both the ministry and mission of the church
- Should accept responsibility for mentoring boys, teenagers, and other men in godly, biblical manhood

**Young Adult Bible Study Leader, Wed. Night**
- Should have a heart for God and young adults and relate well to the natural enthusiasm and energy of this age
- Will usually meet between 7:00-8:00pm although time can be extended if desired
- Ideally, two or more leaders or couples will work as mentors and will be responsible for Bible study, devotions, fun activities, and other “family” building fellowships
- Lessons and curriculum need to be directly applicable to the many issues and pressures of the age group

**COMMITTEES & OTHER MINISTRY OPPORTUNITIES**

**Activities Committee Chairman**
Responsible for organizing committee members to carry out all church social events such as Homecoming, Special Dinners & Easter Egg Hunt

**Activities Committee**
- This committee shall consist of the approximately seven members plus a Chairman
- Purpose: To plan and organize specific activities and special events in the church
- Regular events include:
  - Church-wide Christmas Dinner
  - Church-wide Summer Picnic
  - Easter Egg Hunt (Saturday before Easter)
  - Reception for special concerts or performances
  - Associational luncheons when meeting at Clifford
  - Other special occasions
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- This committee is responsible for the setting up and taking down of tables and chairs when needed

**Baptistry Care**
- These individuals are to be responsible for cleaning the baptistry prior to baptism services
- The individual does not have to fill the baptistry for such services
- The Pastor will contact the individual approximately two weeks prior to a baptism service in order for the cleaning to be done at least five days prior to the baptism

**Bereavement Committee Chairman**
- Coordinates the annual meeting for this group
- Develops a schedule of teams and team rotations for the year
- Makes the initial contact with the team responsible for handling the need

**Bereavement Committee**
- The Bereavement committee is activated when there is a death in a church member’s immediate family
- This committee shall consist of a chairman who will subdivide the entire volunteer group into teams of two
- Upon a death in the church family, the pastor, associate pastor or the ministry assistant will contact the chairman
- The chairman will make the initial contact with the team handling the need
- The assigned team will be notified and make the initial church contact with the bereaved family
- A gift basket (with food items, fruit, etc.) will be delivered to the family by the team on behalf of the church (the basket is a budgeted item)
- If the family will be hosting the visitation, the team can deliver paper goods to the family from the church supply. If the team is responsible for organizing a reception for the family at the church, the team will coordinate the reception

**Flower Committee Chairman**
- Organizes the committee members
- Keeps a calendar of special events and donated flowers

**Flower Committee**
- This committee shall consist of several members plus a chairman. They will be responsible for an arrangement to be available and set up for each worship service, special event, or other church related meeting held in the sanctuary, chapel, and/or social hall
- Responsible for decorating the sanctuary, inside and out, at Christmas and Easter, including ordering and setting up poinsettias at Christmas, palms on Palm Sunday, lilies on Easter Sunday, and decorating with greens, candles, wreaths, making and displaying the Advent wreath, etc.
- The church gives members a chance to order poinsettias and lilies in honor or memory of a loved one. The committee receives money directly or via specially designated offering
- Remembers special occasion flowers such as Memorial Day, July 4th, or Thanksgiving, etc.
- Whenever a church member contacts the church office regarding placing of flowers in the church on a given Sunday or other occasion, the member will be directed to the chairman of this committee
- Should any flower committee member be contacted in this matter, the chairman should always be made aware of upcoming donations
- Most of the time members wishing to honor a loved one will purchase their own arrangement and have them delivered. Occasionally a member might have the chairman order the flowers for them
- Also responsible for removing flowers from the church including arrangements that have been donated if the person donating doesn’t pick them up
• This committee is not responsible for bereavement flowers

• Helpful traits would be:
  o An interest in flowers and plants
  o Decorating abilities
  o Knowledge of flower arranging
  o Ability to make bows
  o Willingness to work together

**Live Plant Committee**
• When green plants are used, the committee makes sure they are watered and moved in the hallway outside the sanctuary to get sunlight during the week
• This committee keeps seasonal plants in the three pots on the front porch at the entrance doors

**Greeters Committee Chairman**
Responsible for the organizing and facilitating the committee responsible for welcoming and/or aiding both members and visitors to our church. Should have at least one organizational meeting with the entire committee to explain duties and responsibilities.

**Greeters Committee**
• Primary goal is to make people feel welcome when coming into the church and/or making sure they get where they’re going as quickly as possible.
• Greeters will be provided with a Greeters Identification Badge
• Activities performed by the greeters include but are not limited to:
  o Stand near each of the two doors entering the Sunday School halls. Greeter should be in position by 9:30am
  o Stands near the main entrances to our church to welcome “worship service” attendees by 10:40am
  o When possible have two people man the visitors table to give directions, answer questions, hand out visitor packets or when needed, lead a family to the proper class or destination

**Health Committee**
• The Health Ministry Team should:
  o Include at least five to seven individuals including the Parish Nurse, professional health care members, if any, and lay people
  o The committee will elect a chair and secretary
  o They will meet regularly to support and direct the church’s health ministry
• The Health Ministry Team duties are, but not limited to:
  o Plan and assist with the implementation of the church’s health ministry
  o Assist in congregational health surveys as needed to determine the greatest health needs
  o Strive to develop and implement preventive and health promotional activities
  o Assist in presenting educational presentations
  o Periodically evaluate the health of the church and report the results to the church

**History Committee Chairman**
• Responsible for overseeing all church efforts to preserve, display or share historical interests concerning Clifford Baptist Church
• Responsible for planning future needs for proper archival efforts in order to preserve all appropriate historical objects, information, or photographs
History Committee

- Responsible for maintaining, organizing and preserving documents and photos associated with the life of the church
- Ongoing work is the identification and organization of photos for display and arranging the documentary evidence so that it may be used for research

Interpreters for the Deaf

- Responsible for signing for the deaf at all major church services
- Responsible for interpretation between any hearing impaired members and others if requested
- Responsible for giving the church notice if unable to attend a service they would normally sign for

Kitchen Committee Chairman

Responsible for overseeing the planning, organization, scheduling and implementation of all kitchen cleaning activities

Kitchen Committee

- Cleans the refrigerator once a week and throws out open containers of food (i.e. left over food)
- Throws out left over 2 Liter drinks that have gone flat
- Washes out the inside bottom of the refrigerator with stainless steel spray
- Washes down kitchen table and counter
- Cleans the sink thoroughly
- Returns all items to their proper cabinet place
- While there will usually be several committee members, the committee has traditionally divided up the months among themselves with only one member per month having the clean-up responsibilities

Library Coordinators

Responsible for organizing and cataloging books and materials in library, care and repair of materials, general day to day operation of library

Lord’s Supper Committee Chairman

Responsible for all planning, scheduling, organization and implementation of the duties listed under the committee.

Lord’s Supper Committee

- This committee shall consist of four or more people who are responsible for the preparation of the materials used for the Lord’s Supper and the cleaning of the materials after each use
- The Lord’s Supper is held the first Sunday of each quarter, which falls in the months of Jan., April, July, and Oct., unless otherwise instructed by the senior pastor

Photographer

- The church will provide a digital camera
- The church photographer should do his/her best to record all activities that pertain to the recording of history in the church. Such activities would include ordination ceremonies, baptisms, new members, special church events (not all of them certainly, but the special ones like homecomings, church anniversary celebrations, etc.)
- The photographer should notify the church office if he/she will not be able to attend such functions so the church staff can make other arrangements
**Properties Committee Chairman**
The Associate Pastor will assume the responsibility:

- making the building and grounds needs known to the property committee members
- purchase and provide all necessary materials
- making sure all materials are on site before the volunteer arrives to do the work unless other arrangements have been agreed upon
- makes sure the needed timeline for the work is both known and agreed upon
- generally assist the process in any way possible that will speed the completion of the job

**Properties Committee Member**
The duties that are possibilities include but are not limited to:

- Building maintenance which could include:
  - Electrical
  - Carpentry
  - Plumbing
  - Replacement of light bulbs, filters, etc.
- Exterior needs:
  - Painting
  - Yard work
  - Mulching
  - Leaf removal
  - Parking lot line painting
  - Installing signs
  - Etc.

**Remembrance Committee**
- This committee shall consist of three members who are responsible for arranging the purchase of any gift of appreciation/remembrance to those within our church

**Tellers Committee Chairman**
Responsible for all planning, organization, scheduling and implementation of the committee as well as taking the offering to the night deposit drop box at the bank.

**Tellers Committee**
- The members on this committee should have a working knowledge of a calculator and regard all financial contributions as confidential information.
- Be a member of Clifford Baptist Church
- They are responsible for the counting of the offering after worship service on Sundays
- The members are divided into working teams and assigned appropriate Sundays
- The chairman will advise the committee as to the proper procedures as required by the bank and proper recording procedures for internal use

**Ushers Committee Chairman**
- Responsible for the planning, organization, scheduling and implementation of the committee
- At the beginning of each church new year the Usher Committee chairman will schedule a meeting to inform all the ushers of the schedule, responsibilities and new items. Any required training will be given at this time

**Ushers Committee**
- Ushers will be scheduled to serve for an entire month at a time
• Ushers are stationed at all doors to the sanctuary 30 minutes prior to worship to greet and pass out bulletins as members and visitors enter the sanctuary and remain at their post until the service is over.
• Ushers will help seat members and visitors.
• The usher staff should have a basic knowledge of church ministry schedules and locations (i.e. Nursery, Sunday School, Children’s Church).
• Ushers will assist in an evacuation and medical emergency.
• Ushers will be vigilant in watching and listening for signs of danger to any in the congregation.

**Vacation Bible School Director**
• Along with the pastor and other director, plans all aspects of annual VBS week.
• Chooses and orders literature and curriculum.
• Attends VBS training functions whether sponsored by the association or Clifford Baptist Church.
• Prays for and recruits a volunteer staff of approximately 65 people.
• Schedules and conducts a staff training or two.
• Assesses additional supply needs and arranges purchase.
• Generally oversees each evening of VBS and fills gaps when necessary.
• Strives to maintain strict evangelical focus for VBS.
• Submits final reports to associational and state offices.
• Follows up with staff for items to be addressed the next year.
• Works with volunteers in the following areas:
  o Teachers, Refreshments, Decorations, Group Leaders
  o Promotion, Traffic Control, Recreation.

**Wednesday Night Supper Chairman**
Responsible for all planning, scheduling, organization and implementation of the committee.

**Wed. Night Supper Committee**
• This committee is to consist of 5 or more members.
• They are responsible for the planning/preparation of Wed. Night Suppers held the first Wednesday of each month, Sept. through May of the church year.
• This committee will meet at least once to plan the year’s menu for Wed. Night Suppers.
• Prepare meals for dinner the first Wednesday of each month Sept-May (excluding Dec.).
• Sometimes requires that items be prepared in the home.
• Volunteer to decorate tables for one month, serve meals and clean up. The youth will take down and put away tables and chairs.

**Set Up Teams**
• This job description can be used for any of the events that need set up such as Wednesday night dinners, Young at Hearts, and other special events.
• A set up team needs to carefully remember what the social hall looked like, and where they got tables and chairs, so they can be returned in the proper place.
• There are pictures posted in the storage areas to help with this.
• All round white tables, the 24” X 6’ white rectangle tables, as well as the grey chairs are to stay in the social hall.
• Brown chairs and tables stay in the area adjacent to the handicapped door entrance. Brown tables and chairs may be loaned out; white chairs and tables may not.
• If a function is large enough that tables and chairs need to be pulled out of a Sunday School class, please be very careful to return the correct table and chairs back to the correct classroom, setting it back up in the original positions.
WOMEN ON MISSION ORGANIZATIONS

WMU Ministries
WMU is listed in our Job Description Booklet for informational purposes only. Throughout its history, WMU has been an auxiliary to the Southern Baptist Convention, which means that it acts as a "helper" to the SBC. The auxiliary status also means that WMU is self-governing and self-supporting. WMU organizations represented at Clifford are as follows: Two Women on Mission groups (one night group, one day group) for women 18 and older, Acteens for girls grades 7 - 12, Girls in Action for girls in grades 1 - 6 and Mission Friends for preschool boys and girls from birth through pre-first.

WMU Director
- Responsible for all WMU efforts in Clifford Baptist Church
- Responsible to coordinate, organize, and oversee the Women on Missions, the Young Women on Missions, the Acteens, and the GA’s
- Duties includes the purchasing of all materials that will be used
- Responsible for coordinating the WMU focus Sunday presentation with various WMU members
- Responsible for the maintenance and oversight of the budget
- May design extra programs and activities for the WMU

WMU Bazaar Director
- Includes the coordination of:
  - gathering goods to sell
  - pricing the goods
  - scheduling the use of the Social Hall and other needed facilities on the church calendar
  - enlisting workers to help
  - clean up after the event is concluded

Women on Mission Facilitator(s)
- Leads women in six areas of mission focus: Praying for missions, engaging in mission action and witnessing, learning about missions, supporting missions, developing spiritually toward a missions lifestyle, and participating in the work of the church and denomination.
- Leads in helping the group plan yearly for monthly meetings, including hostess volunteers, obtaining guest speakers, developing programs, organizing mission actions, etc.
- Encourages and supports others in taking leadership roles
- Provides regular updates for the church’s website through reports and pictures
- Participates in Associational missions activities/meetings and encourages other Women On Mission to do likewise

Mission Friends Leader
- Receive START teachers book, SHARE pupil leaflets and the Mission Friends Resource Kit each quarter
- Prior to the first Mission Friends class of each month review START to:
  - Learn about the missionary(s)
  - The mission focus area (location of the missionaries)
  - Mission and/or Bible story
  - Teaching Bible thoughts
  - Crafts/projects and supplies needed
  - Songs and snacks, if appropriate and desired (check with parents about food allergies and plan accordingly)
- Prior to each Mission Friends class:
  - Gather and prepare teaching and craft materials
  - Learn the mission and/or Bible story and be able to tell it to the children in your own words, without the book
  - Learn songs that will be used
  - Purchase snacks (when used)
• For each Mission Friends class:
  o Arrive early enough to set-up the room before the children arrive
  o Greet each child and parent as they arrive
  o Have a simple activity for the children who arrive early to do before class begins (i.e. read books, work puzzles, draw/color pictures)
  o Teach the missions/Bible story (or enlist one of the helpers to teach it)
  o Give instructions to the children and helpers about all crafts/projects
  o Assist children with the crafts/projects
  o Lead the children in prayer for the missionaries
  o Lead the children in songs/music when used
  o Make sure the children only leave the classroom with an adult helper, the child’s parent, or another adult who is “in charge” of the child
  o Perform light cleaning of the classroom including sweeping/vacuuming floor and storing all toys, teaching material and craft supplies
  o Pray for each child, their families and the Mission Friends helpers on a regular basis

G.A. Leader
• Six leaders are required for the ministry annually
• Lesson planning is rotated weekly
• WMU literature is used (i.e. AWARE and DISCOVERY magazine)
• Coordinate quarterly functions with the Acteens Group
• Periodically coordinate and implement Lock-ins or Mom and Me events
• Periodically minister in Nursing Homes or Senior Citizen Facilities

Acteens Leader
• Schedule Acteens meetings
• As meetings normally follow worship service on Sundays, a meal will need to be planned and provided
• Teach the girls using various curricula, WMU and independent Bible studies
• Plan and implement trips such as “Girls of Grace” or other types of trips that can help the girls grow in their relationship with the Lord
• Plan and implement various missions based projects. These can include home missions as well as foreign mission projects
• Report progress to WMU leader

Piedmont Baptist Association Executive Committee Representative
• The Piedmont Baptist Association meets four times a year in Executive Session in order to coordinate associational ministries
• Our church shall elect one church member to represent Clifford Baptist Church in these quarterly meetings
• He/she should be very familiar with Clifford Baptist Church’s ministries, so as to give input to associational matters representative of our church’s membership
• This individual should also provide a flow of information to the church family so that we may stay involved in all associational meetings and ministries