

Canaan Committees and Ministries Handbook

2023

This is an informational listing of the current organizations within the church and is updated regularly.



canaan baptist church

CANAAN COMMITTEES AND MINISTRIES HANDBOOK

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List of Individuals Serving in 2023 by Position

Italicized position names are inter-organizational representatives as defined in the Bylaws or Handbook

Position	Name	Comments
Ministerial and Bylaw Roles		
Ministerial Staff		
Lead Pastor	Daniel Carr	
Administrative & Discipleship Pastor	Mike Self	
Worship Leader	Nathan Reeves	
Worship Coordinator	Kevin Clements	
Student Ministry Pastor	Justin Yeary	
Pastor of Families & Missions	Martin Winslow	
Senior Adult Pastor	Ed Vaughan	
Canaan Mehlville Campus Pastor	Bryan Davidson	
Church Officers		
<i>Moderator & Pastor</i>	Daniel Carr	
<i>President & Trustee Chair</i>	Chuck Angelo	
<i>VP & Deacon Chair</i>	Steve Todd	
Treasurer	Austin Meador	
Assistant Treasurer	Chuck Easter	
Financial Secretary	Annette Easter	
Secretary & Church Clerk	Deanna Jester	
Assistant Church Clerk	Carol Repperger	
Board of Trustees		
		Third year of 3 year term
<i>Chairman + 6 men - 3 year term</i>		Second year of 3 year term
Chairman	Chuck Angelo	Third year of 3 year term
Member 1 & PLP Member	David Martin	Third year of 3 year term
Member 2	Robert Hill	Third year of 3 year term
Member 3	Lee Rippy	Second year of 3 year term
Member 4	Mike Hardester	Second year of 3 year term
Member 5	Bruce Klaverkamp	
Member 6	Chuck Abell	
Body of Deacons		
Deacon Chairman	Steve Todd	
Deacon Vice Chairman	Chuck Easter	
Active Deacon 1	Chuck Abell	
Active Deacon 2	Adam Angelo	
Active Deacon 3	Chuck Angelo	
Active Deacon 4	Dan Bender	
Active Deacon 5	Mike Hardester	
Active Deacon 6	Robert Hill	
Active Deacon 7	Bruce Klaverkamp	
Active Deacon 8	Paul Milton	
Active Deacon 9	Lee Rippy	
Active Deacon 10	Eric Scheidhauer	
Active Deacon 11	Bob Smith	
Active Deacon 12	Austin Meador	

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Position	Name	Comments
Promise Land Preschool Board of Managers		
<i>Term is school year June to May</i>		
<i>Chairman + 6 members - 3 year term</i>		
Chairman & Trustee Rep	David Martin	Second year of 3 year term
<i>Pastor of Families & Missions</i>	Martin Winslow	
Member 1	Janet Rhoden	Second year of 3 year term
Member 2	Desiree Morris	Second year of 3 year term
Member 3	Phil Thomas	Second year of 3 year term
Member 4	Patty Klaverkamp	First year of 3 year term
Member 5	Gary Bond	Third year of 3 year term

Standing Committees

Counting

Two four team members - (#) denotes carriers

Team 1

Chairman and Member 1	Linda Boles #
Member 2	Don Lipsey #
Member 3	Sally Manion #
Member 4	Betty Dovers
Member 5	Joe Stenger

Team 2

Assistant Chair & Member 1	Ken Kluth #
Member 2	Bill Repperger #
Member 3	Allen Horner #
Member 4	Zell Colley #
Member 5	Brenda Hamby
Member 6	Mike Trapasso

Substitutes

Substitute 1	Patti Barker #
Substitute 2	Matt Fricke #
Substitute 3	Jim Rhoden #
Substitute 4	Carol Repperger
Substitute 5	Shelli Thomas
Substitute 6	Roberta Winkler
Substitute 7	John Harwell
Substitute 8	Diana Harwell
Substitute 9	Barb Snelson

Finance

Chair, Treasurer, Assist. Treasurer & 4 at large

Chairman	Nathan Franklin
<i>Treasurer</i>	Austin Meador
<i>Assistant Treasurer</i>	Chuck Easter
Member 1	Becky Krupski
Member 2	Junior Theolus
Member 3	Bruce Klaverkamp
Member 4	Julie Baskin

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Position	Name	Comments
House and Grounds		
<i>No specified quantity</i>		
Chairman	Gary Moore	
Member 1	Tony Katinsky	
Member 2	Bob Smith	
Member 3	Ray Walls	
Information Technology/ Audio-Visual		
<i>No specified quantity</i>		
IT Chairman	Ed Vaughan	
AV Chairman	Kevin Clements	
Nominating		
<i>No specified quantity</i>		
Chairman	Steve Todd	
Connection Group Director	Mike Hardester	
Member 1	Danette Angelo	
Member 2	Bob Smith	
Member 3	David Pottgen	
Member 4	Janet Rhoden	
Member 5	TBD	To Be Determined
Personnel		
<i>Chair, those listed & one at large member</i>		
Chairman	Robert Hill	
Lead Pastor	Daniel Carr	
Deacon Chairman	Steve Todd	
Trustee Chair	Chuck Angelo	
House & Grounds Chair	Gary Moore	
Treasurer	Austin Meador	
Member at Large	Mike Christopher	
Restoration		
<i>Pastor and Deacons as Needed</i>		
Ministries		
AWANA		
<i>Commander Only</i>		
AWANA Commander	Heather Kaufman	
Benevolence Ministry		
<i>2 Active Deacons + 1 Member</i>		
Chairman	Eric Scheidhauer	
Deacon 1	Dan Bender	
Deacon 2	Steve Todd	
Connection Groups		
<i>Director Only</i>		
Connection Group Director	Mike Hardester	

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Position	Name	Comments
Disaster & Emergency Procedures		
<i>No specified quantity</i>		
Chairman	Julie Daubendiek	
Member 1	Patty Barker	
Member 2	Mira Moore	
Member 3	Lee Vancil	
Member 4	Greg Rhoden	
Hospitality - Connection Point		
<i>No specified quantity</i>		
Chairman	Brandon Benefield	
Member 1	Canaan Kindle	
Member 2	Taylor Wells	
Member 3	Breanna Wells	
Member 4	David Pottgen	
Member 5	Taylor Pottgen	
Hospitality - Greeters		
<i>No specified quantity</i>		
Chairman	Linda Meador	
Member 1	Gary Bond	
Member 2	Mary Bond	
Member 3	John Keilholz	
Member 4	Judy Keilholz	
Member 5	Lisa Kinworthy	
Member 6	Joy Walls	
Member 7	Fleda Bennett	
Member 8	Susan Suellentrop	
Member 9	Betty Dovers	
Member 10	Louise Zimmerly	
Member 11	Jennifer Keilor	
Member 12	Tracy Clark	
Member 13	Pat Brett	
Member 14	Shown Lamp	
Member 15	Jodee Lamp	
Hospitality - Refreshments		
<i>No specified quantity</i>		
Chairman	Roberta Winkler	
Member 1	Candy Austin	
Member 2	Shannon Ellis	
Member 3	Tory Carr	
Member 4	Arlene Martin	

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Position	Name	Comments
Hospitality - Ushers		
<i>No specified quantity</i>		
Chairman	Tim Sutton	
Assistant Chairman	Don Lipsey	
Member 1	Dan Bender	
Member 2	Keith Blaylock	
Member 3	Jeff Bosma	
Member 4	Mike Christopher	
Member 5	Doug Dickmann	
Member 6	Matt Fricke	
Member 7	Archie Gullledge	
Member 8	Roger Hopkins	
Member 9	Allen Horner	
Member 10	Johnny Keilholz	
Member 11	Eric Knoll Sr.	
Member 12	Ken Kluth	
Member 13	Leon Lunn	
Member 14	Paul Milton	
Member 15	Scott Morris	
Member 16	Gary Moore	
Member 17	Steve Neff	
Member 18	Frank Petru	
Member 19	Mike Rettig	
Member 20	Tom Rhoades	
Member 21	Mike Shumake	
Member 22	Steve Zimmerly	
Member 23	Lee Rippy	
Member 24	John Mueller	
Member 25	Joe Stenger	
Kidz Connection		
<i>Pastor of Families & Missions</i>	Martin Winslow	
Kidz on Mission		
<i>Pastor of Families & Missions</i>	Martin Winslow	
Kitchen Ministry - General		
<i>No specified quantity</i>		
Chairman and Purchaser	Joann Hodges	
Co-Chairman	Kellie Chapman	
Member 1	Roberta Winkler	
Member 2	Betty Dovers	
Member 3	Brenda Hamby	
Member 4	Sally Manion	
Member 5	Dan Coleman	
Member 6	Marlene Coleman	
Member 7	Pat Cheney	
Member 8	Gina Bick	
Member 10	Kathy Bles	

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Position	Name	Comments
Kitchen Ministry - Funeral Dinners		
<i>No specified quantity</i>		
Member 1 - Lead	TBD	To Be Determined
Member 2	Pat Cheney	
Member 3	Betty Dovers	
Member 4	Sally Manion	
Position	Name	Comments
Kitchen Ministry - First Step Dinners		
<i>No specified quantity</i>		
Member 1 - Lead	Roberta Winkler	
Member 2	Kellie Chapman	
Member 3	Brenda Hamby	
Member 4	Pat Cheney	
Member 5	Betty Dovers	
Member 6	Kathy Bles	
Kitchen Ministry - Canaan Together		
<i>Third Wednesday of Each Month</i>		
<i>No specified quantity</i>		
Member 1 - Lead	Joann Hodges	
Member 2	Gina Bick	
Member 3	Dan Coleman	
Member 4	Marlene Coleman	
Member 5	Betty Dovers	
Member 6	Sally Manion	
Library Ministry		
<i>No specified quantity</i>		
Chairman	Mary Mueller	
Assistant Chairman	Patti Stenger	
Men's Ministry		
<i>Co-Directors and Disaster Relief Coordinator</i>		
Co-Director	Toby Ellis	
Co-Director	Steve Neff	
Disaster Relief Coordinator	Anthony Dunne	
Missions Team		
Chair & mission effort members		
<i>Pastoral Team & Chair</i>	Martin Winslow	
Member 1	Bev Ervin	
Member 2	Rachel Theolus	
Member 3	Steve Trefts	
Member 4	Karen Trefts	
Member 5	Dan Bender	
Member 6	Tiffany DeLapp	
Member 7	Austin Meador	
Member 8	Gary Northcutt	

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Position	Name	Comments
Music Ministry		
<i>Pastor only</i>		
Worship Leader	Nathan Reeves	
Worship Coordinator	Kevin Clements	
Nursery Ministry		
<i>No specified quantity</i>		* Youth workers will be accompanied by an adult.
Children's Ministry Director	Amy Winslow	Interim
Assist Coord	Angie Holland	Interim
Assist Coord	Jennifer Franklin	Interim
Child Check-in Member 1	Charlotte Kluth	
Child Check-in Member 2	Pat Screws	
Child Check-in Member 3	Judy Keilholz	
Child Check-in Member 4	April Moeckel	
Position	Name	Comments
Team 1		
Captain	Alicia DeMoss	
Captain	Dave DeMoss	
Member 1	Christy Bond	
Member 2	Katie Bond	* Accompanied by an adult
Member 3	Natalie Meador	* Accompanied by an adult
Member 4	Sherri Sanderbeck	
Member 5	Virginia Sanders	
Member 6	Bailey Keen	
Member 7	Tara Carr	
Member 8	Kelsey Yeary	
Member 9	Laura Winslow	* Accompanied by an adult
Member 10	Eileen Goebel	
Member 11	Tom Goebel	
Team 2		
Captain	Amy Winslow	
Member 1	Cindy Ritchey	
Member 2	Steve Ritchey	
Member 3	Natalie Meador	* Accompanied by an adult
Member 4	Sherri Sanderbeck	
Member 5	Virginia Sanders	
Member 6	Bekah Hodges	
Member 7	Jaime Vaughn	
Member 8	Bailey Kindle	
Member 9	Kelsey Yeary	
Member 10	Becky Stinebaugh	
Member 11	Molly Trefts	* Accompanied by an adult

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Position	Name	Comments
Team 3		
Captain	Christel Hughs	
Member 1	Grace Clark	
Member 2	Shannon Ellis	
Member 3	Natalie Meador	* Accompanied by an adult
Member 4	Sherri Sanderbeck	
Member 5	Virginia Sanders	
Member 6	Faith Angelo	* Accompanied by an adult
Member 7	Tina Munroe	
Member 8	Kelsey Yeary	
Member 9	Teri Mooney	
Member 10	Pam Braun Jones	
Member 11	Victoria Carr	* Accompanied by an adult
Team 4		
Captain	Jenny Meador	
Member 1	Kenzie Swanson	* Accompanied by an adult
Member 2	Phil Thomas	
Member 3	Natalie Meador	* Accompanied by an adult
Member 4	Sherri Sanderbeck	
Member 5	Virginia Sanders	
Member 6	Kim Coleman	
Member 7	Kim Santoyo	
Member 8	Amy Davis	
Member 9	Kelsey Yeary	
Member 10	Isabella Angelo	* Accompanied by an adult
Member 11	Jessica Mullens	
Team 5		
Captain	Jill Jones	
Member 1	Jane Steffans	
Member 2	Michelle Northcutt	
Member 3	Natalie Meador	* Accompanied by an adult
Member 4	Sherri Sanderbeck	
Member 5	Virginia Sanders	
Member 6	Bekah Hodges	
Member 7	Nina Hickerson	
Member 8	Kelsey Yeary	
Member 9	Stephanie Dace	
Member 10	Addyson Ellis	* Accompanied by an adult
Member 11	Lynn Hilbert	

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Position	Name	Comments
Team 6		
Captain	Tiffany Delapp	
Member 1	Krystle Milton	
Member 2	Lorra Goodman	
Member 3	Natalie Meador	* Accompanied by an adult
Member 4	Sherri Sanderbeck	
Member 5	Virginia Sanders	
Member 6	Mary Abell	
Member 7	Pam Shumake	
Member 8	Grace Moeckel	* Accompanied by an adult
Member 9	Kelsey Yeary	
Member 10	Desalie Smith	* Accompanied by an adult
Member 11	Felicia Kirk	
Substitutes		
Substitute 1	Karen Trefts	
Substitute 2	Brianna Wells	
Substitute 3	Kenzie Swanson	* Accompanied by an adult
Substitute 4	Abbie Carriger	* Accompanied by an adult
Security		
<i>Pastor Only</i>		
Lead Pastor	Daniel Carr	
Senior Adult Ministry		
<i>Pastor Only</i>		
Senior Adult Pastor	Ed Vaughan	
Senior Adult Advisory Team		
<i>No specified quantity</i>		
Senior Adult Pastor	Ed Vaughan	
Member 1	Lee Rippy	
Member 2	Louise Zimmerly	
Member 3	Neoma Ems	
Member 4	Violet Sitze	
Member 5	Zell Colley	
SPARK		
<i>Co-Directors only</i>		
SPARK Co-Director	Angie Holland	
SPARK Co-Director	Jennifer Franklin	

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Position	Name	Comments
Student Ministry		
<i>No specified quantity</i>		
<i>Student Ministry Pastor</i>	Justin Yeary	
Member 1	Dave DeMoss	
Member 2	Alicia DeMoss	
Member 3	Brian Bond	
Member 4	Christy Bond	
Member 5	Abby Hodges	
Member 6	Kim Carriger	
Member 7	Nathan Franklin	
Member 8	Jen Franklin	
Member 9	Christina Hartz	
Member 10	Canaan Kindle	
Member 11	Taylor Wells	
Member 12	Kelsey Yeary	
Women's Ministry		
<i>No specified quantity</i>		
Director	Cindy Christopher	
Assistant Director	Julie Hill	
Canaan Cares	Tracy Martin	

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Preface to the Handbook

Overview

The official and current version of the Canaan Committees and Ministries Handbook shall be kept in the church office and made available for use by any member of the church. The church office staff shall maintain the handbook. The Church Council shall review the handbook annually, with authority to recommend changes for the church to consider at the regular November Business Meeting and approve with a majority vote. An updated official and current version of the Canaan Committees and Ministries Handbook will be available electronically by the regular January Business Meeting each year. Any church member or church organization may initiate suggested changes in the handbook.

Addition, revision, or deletion of committees, ministries, church policies and/or procedures requires:

- (1) Recommendation of the church officer or organization to whose areas of assignment the policy and/or procedure relate.
- (2) Discussion by the Church Council.
- (3) Approval by the Church Council and changes to the handbook will be reported by the chairman or his designee to the congregation at a regular Business Meeting.

Church Council

The Church Council shall serve the church by leading in planning, coordinating, conducting, and evaluating the congregational ministries and programs of the church and its organizations. They will meet prior to each Business Meeting (February, May, August, November) on the first Sunday of the month at 4:00 P.M., unless changed by the Lead Pastor. If the first Sunday of the month falls on a holiday, the Church Council will automatically be moved to the second Sunday of the month.

The primary functions of the Church Council shall be to recommend, to the church, suggested objectives and church goals; to review and coordinate ministry and program plans recommended by church officers, organizations, and committees; to recommend, to the church, new committees and/or ministries (See Appendix A, page 31); to recommend, to the church, the use of leadership, calendar time, and other resources according to program priorities; and to evaluate achievements in terms of church objectives and goals.

Regular members of the Church Council shall be the Lead Pastor (Chairman), Chairman of Board of Trustees (Vice Chairman), Associate Pastors, remaining church, and corporate officers (Chairman of Body of Deacons, Church Clerk, Treasurer, Financial Secretary), and chairmen and directors of committees and ministries. As Chairman of the Church Council, the Lead Pastor is able to lead in developing a unified program that gives major attention to priority needs.

All matters agreed upon by the Church Council that call for action, not already approved, shall be referred to the congregation for vote.

Committees and Ministries

The Nominating Committee nominates members for standing committees and ministries (unless otherwise noted), and the Nominating Committee shall designate directors and chairmen (unless otherwise noted) for approval at the November Business Meeting. All individuals nominated are active members of Canaan Baptist Church in good standing. The members of the Nominating Committee will also be nominated at the November Business Meeting (nominated by pastoral staff, Chairman and Vice Chairman of the Body of Deacons). The term of service for all offices and positions in the church, except the Lead Pastor, Associate Pastors, the Body of Deacons, and the Board of Trustees, shall be one year (taking office in January and serving through December), at the expiration of which the officers and positions may be re-elected or reappointed. It is advisable that an individual serve on no more than two standing committees in the same year. Every year, approximately one third (1/3) of the standing committee members should rotate off the committee and not resume service on that committee for at least one year at the discretion of the Nominating Committee. In general, committee members should rotate off a committee after three years of service, at the discretion of the Nominating Committee, but may be nominated for

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service on that committee again after one year. Rotation off committees is encouraged to broaden member participation. Committee members may only serve in one position, within one committee or ministry (i.e., chairman or ex officio only). Also, two members of the same household may not serve on the same committee concurrently so there is no appearance of impropriety.

Pastoral staff, other church staff and volunteers who have been formally appointed to any position within Canaan Baptist Church, and who as part of that position are specifically authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property, are provided with fidelity bond coverage as part of Canaan's insurance policy.

Duties of a Committee/Ministry Member:

1. Know the purpose, duties, and members of the committee.
2. Background check is required when working with children.
3. Be present and on time for meetings.
4. Participate in discussions.
5. Contribute to the planning and achievement of activities/projects.
6. Complete assignments as agreed upon.
7. Keep the committee chairperson informed about progress on assignments.
8. Report on assignments at committee meetings.
9. Ex officio members attend their assigned committee meetings as a resource and counsel but will abstain from voting.

Duties of a Committee/Ministry Chairperson:

1. Know the purpose, duties, and members of the committee/ministry.
2. Request and administer committee/ministry budgeting. Organizations, programs, committees, or ministries shall not maintain a separate bank account or keep funds for expenses of operation and ministry without approval by the congregation.
3. Serve as a member of the Church Council.
4. Plan the agenda for each meeting of the committee/ministry.
5. Each meeting should be conducted with a purpose, an agenda, necessary resources, and a plan for follow-up. Committee meeting minutes shall be kept for every meeting with the date, members present, and action items voted upon, as well as the results. Committee meeting minutes should be provided to the Church Clerk for filing.
6. Supervise the work of the committee/ministry secretary.
7. Assign responsibility to committee/ministry members for follow-through actions.
8. Lead the committee/ministry to:
 - Identify and schedule some activities/projects.
 - Develop a sequence of actions.
 - Prepare a timetable.
 - Determine the resources needed.
 - Complete activities/projects.
9. Report committee/ministry actions, as appropriate, to the Church Council and/or the church Business Meeting.
10. Collaborate as necessary with pastoral staff, other church staff members, church officers, Church Council, ministry directors, and other committees.
11. Maintain communication with pastoral staff, assigned by the Lead Pastor, to act as an advisor and a resource.
12. Notify all members of the date and time of upcoming meetings including the ex officio member(s) and the individual pastoral staff, assigned by the Lead Pastor to act as an advisor and a resource.
13. Obtain approval or direction from the committee members; may not act on an issue independently.

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Standing Committees

A committee is defined as an organizational structure designed to spread the administrative load among members of the congregation and broaden participation to help the church perform its operational tasks.

All committees established in the Bylaws of Canaan Baptist Church as essential to the operation of the church are designated by an asterisk (*) *ref. Section 3.04 and 10.01.*
Listings are in alphabetical order.

Counting Committee

Purpose: Documentation, calculation, and deposit of all financial contributions weekly.

Duties/Job Description:

1. Serve as a counter on a four-person team, on alternating weeks, documenting all contributions by contributor from all Sunday and special service collection sources.
2. Two couriers from each team transfer the cash and checks from the church safe to a locked room for the purpose of counting and appropriate recording.
3. Two couriers transfer the cash and checks to the bank for deposit and provide the deposit receipt to the Treasurer.
4. Empty offering envelopes are maintained in the church safe and are made available to the Financial Secretary to assist in preparation of end-of-year statements for each member.
5. Maintain confidentiality regarding specific member contributions.
6. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Summary of receipts and envelopes to financial secretary
2. Weekly deposit slip to Treasurer
3. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. Familiarity with money handling
2. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property
3. Obtain background check to verify financial bonding

Scheduled Meetings: Each team meets on alternating weeks to count and transfer funds for deposit at the bank; a summary of receipts is filed

Budget/Resources: None

Finance/Audit Committee *

1. Finance:

Purpose: Develop and manage a new budget each year in collaboration with the Treasurer.

Duties/Job Description:

1. Assist the Treasurer in managing church finances and in developing financial goals which includes preparation of an annual church budget for presentation to the church at the November Business Meeting.
2. Recommend and develop stewardship drives to support operating or building programs, but not responsible for promoting any designated fund.
3. Receive and consider requests for special expenditures that are outside of the current approved budget, providing final approval on all spending requests.
4. Chairman serves on the Church Council.

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Relationships with other Committees/Individuals: The Finance Committee has the freedom to coordinate with any standing committee and/or ministry concerning the preparation of the annual budget or any other budget matter or request. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications: Knowledge of church finances as it relates to budget planning and approval; authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: None

2. Audit:

Purpose: To regularly review and test compliance with established accounting procedures and internal controls. The committee audits the church's financial records and internal control structure on an annual basis. At the second regularly scheduled Business Meeting following the fiscal year-end, provide a formal written report to the congregation with any findings or recommendations. The audit report shall become part of the church's minutes.

Duties/Job Descriptions:

1. Ensure that adequate checks and balances are in place to safeguard the handling of the church's assets.
2. Obtain copies of the church's financial statements (balance sheet and profit and loss statement) for the church's fiscal year-end.
3. Follow the audit program, which details examining, on a test basis, evidence supporting the amounts in the financial statements.
4. Review and test the internal control structure of the church.
5. Report, to the Finance Committee, the accuracy of the church's financial statements and report deficiencies in the internal control structure with appropriate follow-up.
6. Propose recommendations in response to findings and deficiencies.
7. Meet with the Finance Committee on a quarterly basis to discuss procedures performed and findings since the previous meeting.
8. Work with the Finance Committee to establish sufficient internal controls.
9. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Treasurer
2. Counting Committee
3. Certified Public Accountant as necessary
4. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications: Understanding of accounting systems (financial statements) including knowledge of proper internal control systems and segregation of duties.

Scheduled Meetings: As needed during the annual audit with a report concluding the findings of the audit, as well as an audit program that details the work performed, to be maintained by the church.

Budget/Resources: None

House and Grounds Committee *

Purpose: The House and Grounds Committee arranges for the maintenance and upkeep on the church building which includes all housekeeping, custodial, and minor repairs to the building. The House and Grounds Committee monitors and facilitates requested use of the building by staff, members, and outside groups subject to the guidance of the Pastor.

Duties/Job Description:

1. Maintain and clean the church building.
2. Maintenance and upkeep of the outside grounds.
3. Make repairs to the building as to our abilities and coordinate with contractors to do major repairs to the building and equipment.
4. Chairman serves on Personnel Committee.

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5. Chairman serves on the Church Council.

Relationships with other Committees/Individuals: Coordinate with the Pastor, Associate Pastors, committees, ministries, and organizations within the church, as well as groups outside the church, to make sure the building is ready for services and all functions to be held within the church building or on the grounds.

Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. General knowledge of maintenance and repairs.
2. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed

Budget Resources: Line item in the church budget.

Information Technology/Audio-Visual Committee

Purpose: Provide information technology and audio-visual technology expertise to support those components, functions, and equipment related to the diverse technology needs of the church.

Duties/Job Description:

1. Support of the technical audio-visual requirements of worship services in cooperation with and oversight of the Worship Pastor which includes, but is not limited to the following roles:
 - a. Operate recording equipment at each church service, provide duplicate recordings to church members, and promote the use of these recordings for those who may not be able to attend services
 - b. Operate video equipment at church services and special events
 - c. Purchase and repair of audio-visual equipment
 - d. Audio recordings, photographs, pictorial files and historic video will be maintained and made available to the Church Clerk for records and cataloging.
 - e. Maintain, repair, and purchase of video and photographic equipment and providing proper storage.
2. Purchase of computers, software, relevant hardware, peripherals, cabling and services.
3. Purchase of any equipment which connects to and/or relies upon any other computing, network, telephone equipment and/or services.
4. Installation and maintenance of all hardware and software, and sign all related licensing, software, and copyright agreements.
5. Recommendations and purchasing of telephone related equipment (telephones, PBX, fax machines, telephone services, etc.)
6. Arranging for training as needed for office staff on new equipment and software.
7. Securing the service of a qualified consultant on an as needed basis.
 - a. The writing and enforcing of church hardware and software policies and procedures.
 - b. The development and enforcement of computer security policies and procedures.
 - c. The establishment and enforcement of a business continuity plan (a.k.a. disaster recovery plan).
8. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Communicate with the House and Grounds Committee when running cables and/or installing/repairing that impacts the building.
2. Collaborate and coordinate needs with the Worship Pastor.
3. The Worship Pastor will be responsible for enlisting volunteers to serve as audio-visual operators for worship services and other programs and will ensure that they receive proper training in cooperation with this committee.
4. Chairman maintains communication with the Worship Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. Information technology members should have a degree in computer science, a computer related degree, or relevant experience in a computer related field.

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2. Audio-visual members should have relevant experience in audio-visual technology and equipment operation.
3. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget (reflected in information technology budget/IT equipment and music budget/A-V equipment).

Nominating Committee *

Purpose: Nominate qualified members, to the church, to serve in leadership positions including officers, boards, chairmen and directors of committees and ministries.

Duties/Job Description:

1. Appraise leadership needs.
2. Identify potential leaders.
3. Match leadership needs with potential leaders.
4. Recruit individuals for leadership positions ensuring that candidates are fit to serve in positions for which they are nominated.
5. Prayerfully seek God's wisdom regarding nominations presented to the congregation.
6. The five members-at-large on the Promise Land Preschool Board of Managers shall be appointed by the church. The Chairman shall be appointed by the church. Terms shall be three years. Terms shall begin in June.
7. Presents all individuals being nominated for new teaching positions for a congregational vote.
8. Chairman serves on Church Council.

Relationships with other Committees/Individuals:

1. Pastoral staff
2. Officers
3. Committees and ministries
4. Church members

Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

The pastoral staff and Chairman and Vice Chairman of the Body of Deacons nominate, for congregational vote, at the November Business Meeting, individuals to serve on the Nominating Committee, including the Chairman, for the coming year (January through December).

Specific Qualifications: An interest in supporting the work of the congregation to accomplish operational tasks and ministry objectives through strong leadership.

Scheduled Meetings: Monthly and as needed

Budget/Resources: None

Personnel Committee *

Purpose: The Personnel Committee is to ensure the healthy personnel condition of the church and all paid individuals. The Personnel Committee is responsible for employee effectiveness by facilitating performance standards, resolving challenges, coaching employees, and obtaining reasonable resources to advance the skill sets of all employees. The Personnel Committee is to assist the Lead Pastor in administration of the staff by doing the following: giving counsel to the Lead Pastor, developing, and defining policies and procedures in the Personnel Manual, reviewing compensation recommendations from the Lead Pastor, recommending compensation to the Finance Committee and participating with the Lead Pastor in the hiring and dismissal of Associate Pastors and other church paid staff. The Personnel Committee will review all evaluations for the Associate Pastors and other church paid staff and conduct pastor evaluations. No salary or benefit adjustment will be made for the Lead Pastor, Associate Pastors or other church paid staff without the approval of the Personnel Committee. Salary and benefit adjustments are subject to the budgetary procedure on an annual basis.

Duties/Job Description:

1. Prepare, evaluate, and implement performance standards and job descriptions for all paid employees.

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2. Establish salary and benefits for all paid individuals subject to congregational approval of budgeted funds.
3. Review, evaluate, interview, and recommend the hiring and termination of employment for all paid employees.
4. Develop church policies and procedures relating to all paid employees.
5. At least once a year, the Lead Pastor will provide the Personnel Committee with performance evaluation documentation on each employee, addressing strengths and areas needing improvement. The employee is given the opportunity to read the evaluation and to discuss it with the Lead Pastor and the Personnel Committee and is encouraged to add comments to the performance evaluation form. The employee is then asked to sign the evaluation. Signing the evaluation does not indicate the employee agrees with the evaluation, only that it has been reviewed by the employee. An employee may file an appeal with the Personnel Committee Chairman should he/she feel an evaluation was unfair or inaccurate. New employees will receive an evaluation after three month's employment, a follow-up review after six months, and yearly thereafter. The Personnel Committee has the right to consult with the Lead Pastor and request a performance appraisal on any employee, at any time, in addition to the yearly review.
6. The Chairman of the Personnel Committee will call a meeting, at least annually, with the Lead Pastor or the Lead pastor and pastoral staff, to conference on the state of the church including the past year's accomplishments, any perceived challenges, future goals, direction, and vision.
 1. Additional attendees will be:
 1. Chairman of Body of Deacons
 2. Vice Chairman of Body of Deacons
 3. Chairman of Finance Committee
 4. Chairman of House and Grounds Committee
 5. Chairman of Board of Trustees
 6. Treasurer
 7. One church member "at large" selected by the pastor
7. Actively ensure performance effectiveness of all paid employees.
8. Evaluate and address any challenges that influence the overall personnel condition of the church.
9. Recommend and secure reasonable training, education, conferences, problem solving skills, and
 1. other skill sets to advance the overall effectiveness of all employees.
10. Chairman serves on the Church Council.

Relationships with other committees/individuals:

1. Works closely with the Finance Committee to ensure staffing and compensation packages are appropriate within budget constraints and that they will yield the most effective results for the church body given the operating budget.
2. Works closely with the Treasurer to facilitate correct payroll processing and benefit plan administration, as well as, to evaluate benefit options and determine the most effective health and benefit policy options available in the marketplace.
3. Works in confidence to review, mediate, and resolve any personnel challenges or concerns.
4. Coordinates with the Chairman of Trustees on contracts, legal matters, and insurance issues related to all individuals.
5. Chairman maintains communication with the Lead Pastor; the Lead Pastor acting as an advisor and a resource.

Members: Chairman ("at large"), nominated by Nominating Committee and Lead Pastor

Additional Members: (nominated by the Nominating Committee):

1. *Representative from the Body of Deacons:* Chairman of the Body of Deacons or a Representative from the Body of Deacons mutually agreeable between the Chairman of the Body of Deacons and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee.
2. *Representative from the Board of Trustees:* Chairman of the Board of Trustees or a Representative from the Board of Trustees mutually agreeable between the Chairman of the Board of Trustees and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee.

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3. *Representative from the House and Grounds Committee:* Chairman of the House and Grounds Committee or a Representative from the House and Grounds Committee mutually agreeable between the Chairman of the House and Grounds Committee and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee.
4. *Representative from the Finance Committee:* Treasurer or a Representative from the Finance Committee mutually agreeable between the Treasurer and the Nominating Committee, with input from the Chairman of the Personnel Committee; such appointment shall be at a minimum of two years to maintain continuity of the workings of the Personnel Committee.
5. *Member-at-large*

Specific Qualifications: The members of the Personnel Committee are required to have a diverse set of skills including knowledge or experience in finance, tax issues, benefits, employee training and effectiveness and human resources. In addition, members need the ability to effectively interview, evaluate, and recommend qualified employees. The Personnel Committee must be aligned with other ministries and committees of the church to ensure smooth church operations and optimal personnel effectiveness and performance.

Scheduled Meetings: The Personnel Committee meets often during the time of budget preparation, employee reviews, and determination of compensation packages. Meetings are scheduled, as needed, at other times to address issues that arise. Minutes are documented including meeting dates, individuals present and key personnel decisions at those meetings.

Budget Resources: The Personnel Committee manages multiple line items in the church budget related to employee compensation, benefits, and related expenses. The Personnel Committee does not have a line item for expenses of its own or discretionary items.

Restoration Committee *

(as set forth in Section 3.04 of Bylaws)

Purpose: Responsible for determining conflict resolution and heretical deviations from the Statement of Faith.

Duties/Job Description: The Pastor or a Deacon will accompany a church member seeking to resolve matters with a fellow church member. During a hearing of the restoration committee (Pastor and Body of Deacons), an attempt will be made to resolve the matter. If required, removal from membership will be proposed requiring a congregational vote of the church.

Relationship with Other Committees/Individuals: Coordinate with those committees and ministries involved with the individual under assistance.

Members: Pastor and the Body of Deacons

Specific Qualifications: Those for the Pastor and Body of Deacons.

Scheduled Meetings: As Needed

Budget/Resources: None

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Ministries

A ministry is defined as an organizational structure designed to enable the church to accomplish its objectives of making disciples, enabling members to grow and mature and developing spiritual awareness and power in the lives of believers.

AWANA

Purpose: The goal of AWANA (Approved Workmen Are Not Ashamed) is that all children and youth throughout the world will come to know, love, and serve the Lord Jesus Christ.

Duties/Job Description:

1. To present the Gospel in a concise and understandable manner to children, youth and their families.
2. To encourage scripture memorization and stress its importance in the lives of individuals.
3. To train youth to serve in the local church through AWANA's Leader-In-Training program.
4. To adhere to official AWANA guidelines.
5. Commander serves on the Church Council.

Relationships with other committees/individuals:

1. Commander maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.
2. Communicate with House & Grounds Committee Chairman.
3. Communicate with Kitchen Committee Chairman for special events.

Members: Commander identifies and recommends: leaders (40-45) to serve in this ministry with final approval from the Pastor of Families and Missions; Directors (Puggles, Cubbies, Sparks, Truth & Training, Trek & Journey – age specific groups)

Specific Qualifications:

1. Desire to grow in his/her spiritual relationship with Jesus Christ.
2. Passion to see children and youth know, love, and serve the Lord Jesus Christ.
3. Background check is required when working with anyone under age eighteen (18).
4. Authorized by the church to collect, handle, maintain hold, protect or transfer covered property.

Scheduled Meetings: Weekly

Budget/Resources: Line item in budget and collection of registration fees.

Benevolence Ministry

Purpose: Make determinations regarding church members with specific needs justifying financial assistance from the church.

Duties/Job Description:

- Receive and review written requests for financial assistance.
- Interview individuals/families requesting financial assistance.
- Monitor benevolence budget.
- Make formal request for funds to be disbursed to approved individuals/families requesting financial assistance.
- Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

- Body of Deacons
- Finance Committee
- Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

- Two members currently serving on the Body of Deacons, and one member selected from the church membership.
- Possess judgment to determine how best to manage a limited budget while attempting to meet the financial needs of church members.

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Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget in addition to offerings collected after each Lord's Supper.

Connection Groups

Purpose: Connection Groups are the Bible teaching ministry of the church fostering spiritual growth for children and adults.

Duties/Job Description:

1. Approve Bible-based curriculum.
2. Determines space requirements and required materials.
3. Recommends members to the nominating committee to serve as Connection Group teachers.
4. Provide budget recommendations.
5. Director serves on the Church Council.

Relationship with other committees/individuals:

1. Pastoral staff
2. Nominating Committee
3. Finance Committee
4. Director maintains communication with the Discipleship and Administration Pastor, acting as an advisor and a resource.

Members: Director identifies and recommends leaders to serve in this ministry with final approval from the Discipleship and Administration Pastor.

Specific Qualifications:

1. Effective leadership skills.
2. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.
3. Background checks required when working with anyone under age eighteen (18).

Scheduled Meetings: Weekly

Budget Resources: Line item in church budget.

Disaster and Emergency Procedures Ministry:

Purpose: Oversee the drafting of procedures, plans, designs, methods, needed equipment and materials to be used in case of a fire, weather disaster, property related disaster (equipment failure/explosion) or any other disaster not preventable by standard maintenance programs and procedures to cover all aspects of safety as they are related to Canaan Baptist Church and its ministries.

Duties/Job Description:

1. Draft rules and procedures covering disaster needs on Canaan Baptist Church properties.
2. Develop rules and procedures to cover all mission trips and field trips of any kind.
3. Compile a list of all property that is used in any form by Canaan at any and all locations.
4. Compile a complete book of sketches showing property layouts and room names and locations.
5. Use all government and private venues to establish these procedures and route plans to "Safe Areas," including any required codes and procedures in every property that might be used in any activity including outdoor events of all types.
6. Compile a list of all equipment and materials that will be needed in any possible scenario mentioned above including potential "Worst Case Scenarios."
7. Develop and document "Disaster and Emergency Teams" to cover every possible event that could be incurred during normal meetings and events held by Canaan including "Triage."
8. Establish practice drills to keep all teams current on exactly what to do in any possible event because the teams will be leading many people that are not familiar with the routes and "Safe Areas."
9. Make sure all teams are properly equipped to handle any problems that may arise.
10. Publish finalized procedures and plans intended for the general public on the Canaan website where members can access them.
11. Publish all other procedures, plans, and working documents on Canaan's secured network.

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12. Revisit all previously published plans and procedures annually to validate them.

13. Chairman serves on Church Council

Relationships with other Committees/Individuals:

1. Coordinate with the pastoral staff, all committees, and other organizations within the church as well as sources outside the church (fire, police insurance provider, etc.) to make sure everyone is familiar with what to do and when.
2. Chairman maintains communication with the pastoral staff and all committees and ministries at all locations.
3. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. Knowledge of the church structure and church ministries
2. Some knowledge of construction plans and drawings (at least one member of the committee)
3. Some knowledge of St. Louis County building and fire codes/permits
4. Some knowledge of business procedure and plan development
1. Disaster and Emergency Teams must demonstrate a positive attitude and the ability to function under pressure.
2. A few members on this committee and on the Disaster and Security Teams will require computer skills.
3. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: None

Hospitality Ministry

Purpose: Greeting individuals as they come into the church on Sunday morning, making them feel welcome, and providing directions as needed.

Duties/Job Description: The Chairmen of the Hospitality Ministry serves on the Church Council and will oversee all the following ministries:

1. Connection Point
2. Greeters
3. Parking
4. Refreshments
5. Ushers

Relationships with other Committees/Individuals: Interacts with Pastors and other committee members to be made aware of specific visitors expected or to introduce new visitors to relevant members with like associations within the church. Chairmen maintain communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. Committed to supporting efforts to assimilate first-time guests into our fellowship of believers.
2. Desire to create an environment of hospitality.

Scheduled Meetings: As Needed

Budget/Resources:

1. Connection Point

Purpose: Assist visitors and members in connecting with people and ministries and with signing up to help with events and activities within the church.

Duties/Job Description:

1. Stationed at their designated location before and after each service.
2. Assist visitors and members in signing up for First Steps and other events and activities.
3. Assist visitors and members to connect with people and ministries.
4. Welcome individuals in a friendly manner and provide directions as needed.
5. Answer questions and direct guests to the appropriate Connection Group or to the sanctuary for the worship service.

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6. Make sure first-time guests receive a gift bag at the “Welcome” desk and provide information at Connection Points.

Relationships with other Committees/Individuals:

Specific Qualifications:

1. The availability to arrive approximately twenty (20) minutes before the start of each service and Connection Group meeting time and stay until ten (10) minutes after they start.
2. Committed to supporting efforts to assimilate first-time guests into our fellowship of believers.
3. Desire to create an environment of hospitality.
4. Currently an active member of the church.
5. Thorough knowledge of upcoming events.
6. Personable and willing to interact with members and visitors.

Scheduled Meetings: As Needed

Budget Resources: None

2. Greeters

Purpose: Greeters are part of the Hospitality Ministry for the purpose of making people feel welcome and comfortable in our facility. They will need to interact with members and visitors providing direction and assistance as needed.

Duties/Job Description:

1. Stationed at their designated location before and after each service.
2. Provide a friendly greeting to members and especially visitors to the church.
3. Assist visitors who need to find their way to Connection Groups, Nursery, Jr. Children’s Church, restrooms, and other locations.
4. Make sure first-time guests receive a gift bag at the “Connection Point” desk and provide information at Connection Points.

Relationships with other Committees/Individuals:

Specific Qualifications:

1. The availability to arrive approximately twenty (20) minutes before the start of each service and Connection Group meeting time and stay until ten (10) minutes after they start.
2. Committed to supporting efforts to assimilate first-time guests into our fellowship of believers.
3. Desire to create an environment of hospitality.
4. Currently an active member of the church.
5. Thorough knowledge of all locations in the building.
6. Personable and willing to interact with members and visitors.

Scheduled Meetings: As Needed

Budget/Resources: None

3. Refreshments

Purpose: Refreshments is an opportunity to show real hospitality to our visitors and members by providing something to drink and/or eat when they first come into our facility.

Duties/Job Description:

1. Obtain, prepare, and set out refreshments prior to each service.
2. Stationed at their designated location before each service.
3. Welcome individuals in a friendly manner and provide directions as needed.
4. Assist visitors with questions.

Relationships with other Committees/Individuals: Coordinate with Kitchen Committee in use of supplies and equipment. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. The availability to arrive in time to have the refreshments set up approximately twenty (20) minutes before the start of each service and Connection Group meeting time and stay until ten (10) minutes after they start before cleaning up.

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2. Committed to supporting efforts to assimilate first-time guests into our fellowship of believers.
3. Desire to create an environment of hospitality.
4. Currently an active member of the church.
5. Personable and willing to interact with members and visitors.

Scheduled Meetings: As Needed

Budget/Resources: Included as part of the kitchen budget.

4. Ushers:

Purpose: Usher Ministry is part of the Hospitality Ministry for the purpose of Interacting with members and visitors providing direction and assistance as needed, as well as, assisting in the proceedings of church services and Business Meetings as required.

Duties/Job Description:

1. Stationed at their designated church entrance before each service.
2. Assist visitors with seating and finding their way to Connection Groups, Nursery, Jr. Children's Church, and other locations.
3. Participate in the collection of all tithes and offerings.
4. Pass out documents as requested.
5. Count and record all attendance numbers.
6. Assist with distributing and collecting ballots on issues at Business Meetings.
7. Chairman communicates and shares guidelines for recommended attire.
8. Welcome individuals in a friendly manner and provide directions as needed.
9. Answer questions and direct guests to the appropriate Connection Group or to the sanctuary for the worship service.
10. Make sure first-time guests receive a gift bag at the "Welcome" desk and provide information at Connection Points.

Relationships with other Committees/Individuals: Assist Deacons with distribution and collection of documents for any other committee or staff. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. The availability to arrive approximately twenty (20) minutes before the start of each service and Connection Group meeting time and stay until ten (10) minutes after they start and to be available throughout the service on an as needed basis.
2. Committed to supporting efforts to assimilate first-time guests into our fellowship of believers.
3. Desire to create an environment of hospitality.
4. Currently an active member of the church.
5. Thorough knowledge of all locations in the building.
6. Personable and willing to interact with members and visitors.
7. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed

Budget Resources: Line Item in budget

Kidz Connection

Purpose: To provide a children's worship service during regular worship service with the teaching of God's word at an age-appropriate level prepared from Bible-centered curriculum.

Duties/Responsibilities:

1. Coordinate, secure, evaluate and screen all volunteers.
2. Develop age-guidelines for attendance in the Kidz Connection program jointly with the Pastor, Director of Jr. Children's Church and Director of Children's Sunday School.
3. Research and purchase Bible-centered curriculum.
4. Maintain a safe and healthy environment for the children.
5. Prepare budget recommendations.
6. Director serves on the Church Council.

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Relationships with other committees/individuals:

1. Lead Pastor
2. Pastor of Families and Missions
3. Volunteers
4. Director maintains communication with the Pastor of Families and Missions, acting as an advisor and a resource.

Members: Jr. Children's Church Director identifies and recommends weekly teaching staff to serve in this ministry with final approval from the Pastor of Families and Missions.

Specific Qualifications:

1. Regular attendance in worship services and involved in activities of the church.
2. Demonstrates a background of involvement in church ministries.
3. Background check required when working with anyone under age eighteen (18).
4. Authorized by the church to collect, handle, maintain, hold, protect or transfer covered property

Scheduled Meetings: Weekly

Budget/Resources: Line item in church budget and special events.

Kidz On Mission

Purpose: Through Kidz On Mission, boys and girls, grades first through sixth, learn about, pray for, give to and participate in mission work. This class exists to educate students about the mission activities that Canaan is involved in locally and internationally.

Duties/Job Description:

1. Meet weekly to teach/learn about missionaries and Christian mission efforts throughout the world.
2. Organize/participate in crafts, stories, games, and other small activities that help convey a Bible message, missionary effort, or promote Christian friendships.
3. Help to raise young men and women within our church and community who are strong, intelligent, and God-minded individuals.
4. Director serves on the Church Council.

Relationships with other committees/individuals: The Director works in close communication with the pastoral staff.

Members: Director identifies and recommends leaders to serve in this ministry.

Special Qualifications:

1. Love for the Lord and missions.
2. Desire to train our future Christian leaders.
3. Background check required when working with anyone under age eighteen (18).
4. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: Weekly and extra activities as scheduled; ministry leaders meet as determined by the Director before major events.

Budget/Resources: Line item in church budget.

Kitchen Ministry

Purpose: Makes food arrangements for church events including planning, purchasing, preparation, and serving for designated functions through the following ministries:

1. Funeral Dinners
2. First Step Dinners
3. Canaan Together Dinners

Duties/Job Description:

1. Prepare and serve food for church dinners and events as requested by the pastoral staff.
2. Prepare and serve funeral dinners for church members and their households.
3. Keep supplies for kitchen use and replenish as needed.
4. Keep kitchen and supply closet in orderly manner.
5. Monitor kitchen/food/supply purchases to stay within budget.

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6. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Work with pastoral staff to plan and organize functions.
2. Work with all groups within the church to assist with their functions.
3. Work with house and grounds to maintain kitchen equipment.
4. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. Willing and available to assist in preparation and serving of food for church dinners and events.
2. Knowledge of cooking for large crowds.
3. Budget conscious.
4. Food Health and Safety Class is required through Health Department if not already certified for food handling.
5. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget and collections.

Library Ministry

Purpose: The library ministry provides the printed word and audiovisuals (books, DVDs, CDs, and videos) to members of the congregation and guests for Bible study, Christian living, and enjoyable Christian literature (non-fiction and fiction).

Duties/Job Description:

1. Maintain order of available materials
2. Assist in checking-out procedure
3. Processing new items
4. Keeping up-to-date and current items for use
5. Purchase appropriate materials utilizing the budget allotted, donation, honorariums, and memorials
6. Evaluate suggestions for new additions to the library
7. Chairman serves on Church Council

Relationships with other Committees/Individuals:

1. Cooperate with other ministries of our church to provide needed materials as necessary and to raise awareness of available resources
2. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource

Specific Qualifications:

1. Knowledge of classification system within the library
2. Familiar with the library resources and able to locate needed items
3. Desire to be helpful to meet spiritual needs of the congregation through the ongoing selection of books and visuals
4. Authorized, by the church, to collect, handle, maintain, hold, protect, or transfer covered property

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget

Men's Ministry

1. Men's Ministry

Purpose: To reach men of all ages in our church and community to further the gospel through Biblical teaching, prayer, mentoring, friendship, and personal and spiritual support.

Duties/Job Description:

1. Lead and direct in Bible studies, encouraging spiritual growth.

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2. Lead in ministry opportunities including assisting widows, home repairs and yard work, etc.
3. Lead in appropriate disaster recovery efforts, including communication of training opportunities.
4. Director serves on the Church Council.

Relationships with other committees/individuals:

1. Pastoral staff
2. Women's Ministry
3. Director maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. Know Christ as Savior.
2. Leadership qualities.
3. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: Weekly

Budget/Resources: Line item in the church budget and designated funds.

2. Disaster Relief:

Purpose: The Disaster Relief Ministry is a ministry division of Canaan's Men's Ministry for the purpose of transforming lives and communities with the gospel by bringing help, hope and healing through partnerships with Missouri Baptist Convention, other state conventions, local associations and teams and Southern Baptist Convention. Following the lead of Matthew 10:42, we contribute to restoring lives during floods, hurricanes, tornadoes, fires, earthquakes, and urban disasters.

Duties/Job Description:

1. Maintain and inventory all equipment owned by the ministry
2. Enlist and train volunteers to be ready when called on
3. Respond to local, state and out-of-state call-outs from the Missouri Baptist Convention or team leader
4. Fulfill needs in several possible areas such as chainsaw recovery, mud-out recovery, cooking, communications, shower units, laundry cleanup and spiritual help
5. Seek to minister to individuals' physical and spiritual needs as trained by Disaster Relief Trainers
6. Where possible, attend Teamwork Days and local training events

Scheduled Meetings: Weekly

Budget/Resources: None

Missions Team:

Purpose: To assist the pastoral staff in the leadership and oversight of our missions strategies to include vision, planning, training, administration, and execution of missions at every level of our Acts 1:8 strategy.

Duties/Job Description:

1. The Missions Team (MT) will meet and pray regularly with the pastors to seek Christ for His leadership in accomplishing the Great Commission.
2. The MT will meet regularly to plan and evaluate mission trips in accordance with our Acts 1:8 strategy.
3. The MT will oversee the funds received from the Great Commission offering and disbursement of those funds designated for Canaan Missions in keeping with the direction agreed upon with the pastoral staff.
4. The MT will plan and execute training for short term mission trip teams.
5. The MT will plan and implement local mission partnerships for us to make disciples in St. Louis.
6. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

The MT works in close coordination with and under the authority of the pastoral staff.

Specific Qualifications:

1. Passion for the Gospel and missions
2. Giftings needed on the team as a whole: evangelism, leadership, service, ministries, administration, wisdom, discernment, intercession
3. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.

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Scheduled Meetings: Monthly and as needed

Budget/Resources: Line item in the budget (Great Commission)

Music Ministry

Purpose: The music ministry exists to exalt the name of Jesus Christ as we:

1. Follow the Great Commandment, “You shall love the Lord your God with all your heart, with all your soul, and with all your mind. This is the first and great commandment. And the second is like it: You shall love your neighbor as yourself. On these two commandments hang all the law and the prophets.”
Matthew 22:37-40
2. Pursue the Great Commission, “But you shall receive power when the Holy Spirit has come upon you and you shall be witnesses to Me in Jerusalem, and all Judea and Samaria, and to the ends of the earth.”
Acts 1:8

Duties/Job Description:

1. Follow the Great Commandment through personal (individual) and corporate (church-wide) worship times.
2. Encourage and inspire the family of God as we lead in worship each week: “Let us consider how we may spur one another on toward love and good deeds. Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another – and all the more as you see the Day approaching.”
Hebrews 10:24-25
3. Provide for the Great Commission through mission opportunities including taking special music programs to prisons, hospitals, outreach centers, and inner-city churches, participating in community concerts, making inspirational recordings, and partnering with other churches for special programs.
4. Lead praise teams consisting of youth and adults to help lead and enhance the worship experience.
5. Provide opportunities for instrumental expression in worship through our praise band and orchestra. Piano, keyboard, guitars, drums, and other orchestral instruments shall be utilized on a regular basis to help lead, enrich, and enhance the worship experience.
6. Provide many opportunities through music for people to love God and love others.
7. Worship pastor enlists volunteers to serve as audio-visual operators for worship services and other programs.
8. Worship pastor acts as an advisor and a resource recommending accompanists, preschool and children’s choir leaders, band/orchestra members, youth choir leader and technical crew.
9. The Worship Pastor serves on the Church Council.

Relationships with other Committees/Individuals:

1. Lead Pastor and pastoral staff
2. Information Technology/Audio-Visual Committee
3. Finance Committee
4. House and Grounds Committee
5. Kitchen Committee

Specific Qualifications:

1. A desire to participate in musical opportunities enabling people to love God and love others.
2. A willingness to commit to regular rehearsals for all ministry opportunities.
3. Background checks required when working with anyone under age eighteen (18).
4. Authorized, by the church, to collect, handle, maintain, hold, protect, or transfer covered property.

Scheduled Meetings: As needed with no documented minutes and weekly rehearsals.

Budget/Resources: Line item in church budget and collections from some events.

Nursery Ministry

Purpose: To maintain nursery schedule and environment and ensure workers are present during nursery times.

Duties/Job Description:

1. Lead and Assistant Coordinator

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- a. Coordinate the overall Nursery Ministry.
 - b. Determine the rotation schedule showing which teams will serve each week.
 - c. Train Team Captains on their roles and responsibilities.
 - d. Assist Team Captains in filling shortages in staffing for a given week.
 - e. Maintain a list of people who can fill-in in the event someone is not able to serve and share this list with the Team Captains.
2. Team Captains
 - a. Report to the Lead and Assistant Coordinator.
 - b. Coordinate and verify that their Team Members will be available for their given week.
 - c. In the event of staffing shortages for a given week, obtain additional workers to fully staff the team.
 - d. Report shortages in staffing for a given week to the Coordinator if unable to staff the positions themselves.
 - e. On their given date of service:
 - i. be sure all rooms have sufficient wipes, diapers, disinfectant, snacks, cleaned toys, and assigned personnel.
 - ii. If an assigned person is not present for some reason, find someone who will fill in the gap. Obtain a list of possible people from the Coordinator.
 - iii. Keep an eye on each room and be aware of any assistance that may be needed for volunteers to have a successful morning.
 - iv. When the morning is ended, make sure toys are cleaned and put away and disinfectants are used. Utilize Team Members to help with this chore.
 - v. Make sure the checkout procedure with parents goes according to procedure and is smooth and safe.
3. Team Members
 - a. Report to the Team Captains.
 - b. Serve in the nursery on a rotation
 - c. If youth are filling this role, there needs to be an adult working with them.
4. Lead a weekly team of volunteers to oversee efficient, safe operation of nursery.
5. Availability to serve in the nursery, if necessary, when absences occur.
6. Assist with annual cleaning day of the nursery.
7. Assist in schedule distribution as needed.
8. Chairman serves on the Church Council.

Relationships with other Committees/Individuals:

1. Communication with the Discipleship and Administration Pastor.
2. Communication with the Pastor of Families and Missions
3. Chairman maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Specific Qualifications:

1. Available during Connection Groups, any Sunday service or Wednesday evening church service.
2. Background check is required when working with children.
3. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property.
4. For Team Captains and Team Members, the availability to arrive approximately twenty (20) minutes before the start of each service and Connection Group meeting time and stay until all the children under their care are picked up or until the next team has arrived to take over.

Scheduled Meetings: As needed

Budget/Resources: Line item in church budget.

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Senior Adult Ministry

Purpose: To minister to and encourage senior adults to be involved in all phases of ministry at Canaan Baptist Church.

Duties/Job Description:

1. Encourage seniors and stress their importance to the congregation as a whole
2. Encourage volunteer activities in the church
 - a. Greeters and Ushers
 - b. Office volunteers
 - c. Kitchen staff
 - d. Children's ministry helpers
 - e. Worship choir participation
3. Minister to those hospitalized
4. Establish a "mentoring" program for students through participation between Senior Ministry and Student Ministry
5. Lead and encourage Bible study, both during the week and on Sunday
7. Lead and encourage participation in nursing home/assisted living care facility ministry
8. Minister to widows and widowers
9. Encourage participation in missions locally and abroad
10. Encourage participation in fellowship activities designed for senior adult interests
11. Director serves on Church Council

Relationships with other committees/individuals: Interact and coordinate with other committees to schedule events in an effort to encourage senior adult participation in all phases of ministry at Canaan Baptist Church

Members: Director recommends appointees in this ministry

Specific Qualifications:

Ordained minister elected to serve by the congregation of Canaan Baptist Church

Scheduled Meetings: As Needed

Budget/Resources: None

Senior Adult Advisory Team

Purpose: To provide opportunities and encourage senior adults to participate in all phases of ministry at Canaan Baptist Church

Duties/Job Description:

1. Meet on a quarterly basis to discuss ministry opportunities specifically aimed at senior adults
2. Interact with other senior adult members of the congregation to gather and provide input for senior adult activities
3. Be an active participant in ministries at Canaan Baptist Church
4. Director serves on Church Council

Relationships with other Committees/Individuals:

1. Interact and coordinate with pastoral staff, specifically the Senior Adult Pastor, acting as advisor for Senior Adult Ministry activities
2. Interact and coordinate with other committees to schedule events in an effort to encourage senior adult participation in all phases of ministry at Canaan Baptist church

Members: Director recommends appointees on this team

Specific Qualifications: Active member of Canaan Baptist Church

Scheduled Meetings: Quarterly

Budget/Resources: None

SPARK

Purpose: Utilizing themed Bible-based curriculum, present week-long summer event including Bible stories, games, crafts, music and missions for children, ages five (5) through (completed) sixth grade. Intention is to reach unsaved children in the community and provide ongoing Bible training for all attending children.

Duties/Job Description: Co-Directors, working with the Discipleship and Administration Pastor:

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1. Decide and order curriculum to be used
2. Recruit volunteers to teach, run crafts, games, music and missions portions of SPARK day
3. Plan and hold meetings for all volunteers
4. Order all necessary supplies
5. Manage budget
6. Oversee week of SPARK
7. Co-Directors serve on the Church Council

Relationships with other Committee/Individuals:

1. Work with entire church pastoral staff, House and Grounds Committee and Kitchen Committee.
2. Co-Directors maintain communication with the Pastor of Families and Missions, acting as an advisor and a resource

Members: Co-Directors identify and recommend leaders to serve in this ministry with final approval from the Pastor of Families and Missions.

Specific Qualifications:

1. Heart for reaching children for Christ
2. Organizational abilities
3. Willingness to resolve problems
4. Background checks required when working with anyone under age eighteen (18)
5. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property

Scheduled Meetings: As needed

Budget/Resources: Line Item in church budget and events

Student Ministry

Purpose: The student ministry exists to help students encounter God through authentic worship, develop spiritually by developing spiritual habits, connect with other believers and engage the world through missions and ministry.

Duties/Job Description:

1. Provide discipleship opportunities through Connection Groups
2. Provide ministry opportunities through ministry projects in St. Louis and across Missouri
3. Provide mission opportunities through mission trips throughout the U.S. and around the world
4. Provide fellowship opportunities for students to connect with significant adults and fellow believers
5. Provide a weekly worship service designed for students with worship and Bible teaching
6. Take students to camp each summer
7. Student Ministry Pastor serves on Church Council

Relationships with other Committees/Individuals:

1. Student Ministry Pastor and pastoral staff
2. Finance Committee

Members: Director recommends the following appointees:

1. Connection Group teachers, appointed by the Student Ministry Pastor for a one-year commitment
2. Small group leaders, appointed by the Student Ministry Pastor for a one-year commitment
3. Youth choir director, appointed jointly by Student Ministry Pastor and Worship Pastor

Specific Qualifications:

1. Demonstrates a growing relationship with Christ
2. Demonstrates a love of students
3. Authorized, by the church, to collect, handle, maintain, hold, protect, or transfer covered property
4. Background checks required when working with anyone under age eighteen (18).

Scheduled Meetings: Youth Connection Groups, worship service, small groups and youth choir meet weekly; ministry projects occur monthly; camp and mission trips are annual events; parent meetings held as needed with agenda information provided.

Budget/Resources: Line item in church budget and funds collected from our annual Trivia Night; various fundraisers for specific foreign mission trips.

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Women's Ministry

1. Women's Ministry

Purpose: To provide ministry opportunities for the women of Canaan to reach others for Christ and provide spiritual support for their daily Christian walk. Activities are also sponsored that may be of interest to women for their physical well-being.

Duties/Job Description:

1. Pray that God will provide proper direction in oversight of the Women's Ministry core group for all decision making.
2. Plan and organize activities, including setting dates, budget for event and securing planners for each event, advertising events (including outside communication – radio, newspaper, internet postings, Facebook page, etc. as necessary), providing support for event (including in-person verbal invitations where possible), working with planner(s) before and during event to gather necessary items and generally provide help where needed.
3. Ensure each activity has Biblical reference (if we can't justify activity with Bible verse, we shouldn't offer it for our women).
4. Director serves on the Church Council.

Relationships with other committees/individuals:

1. Men's ministry
2. Other committees/ministries as necessary
3. Kitchen Committee Chairman for all food-related activities
4. Director maintains communication with the pastoral staff member, assigned by the Lead Pastor, acting as an advisor and a resource.

Members: Director identifies and recommends individuals to serve in this ministry with final approval from an assigned pastoral staff.

Specific Qualifications:

1. Heart for women and a heart to follow God's leading
2. Organizational skills
3. Communication skills in multiple areas (electronic, print, in person)
4. Willingness to assist at all Women's Ministry functions
5. Authorized by the church to collect, handle, maintain, hold, protect, or transfer covered property

Scheduled Meetings: Quarterly and as needed

Budget/Resources: Line item in church budget and events

2. Canaan Cares

Purpose: Canaan Cares is a ministry division of the Women's Ministry and is made up of a group of caring women who, in teams of two, visit homebound and recently widowed church members. We want them to know that we have not forgotten them, they are important, and God, as well as the church, still love and care for them. The visit usually lasts about an hour and is ended with a prayer about anything that is requested, as well as their continued health and well-being. It is truly a blessing to provide this ministry both for them and for the teams.

Duties/Job Description:

1. Either visit or send a card once a month to the members of our church that have been identified by the senior adult pastor, connection group leaders, or a family member as needing this ministry.
2. Pray for the person/persons you will be visiting or writing to.

Relationships with Other Committees/Ministries: Leader works within the women's ministry to recruit and organize volunteers.

Specific Qualifications:

1. Heart for helping those who are feeling secluded and lonely and need to know that Canaan loves them.
2. Commitment to visiting or sending a card once a month.

Scheduled Meetings: None, or part of a women's ministry event. Correspondence is done via email or text.

Budget/Resources: None

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Appendix

APPENDIX A ~ Form to Request a New Standing Committee or Ministry

Standing Committees/Ministries

Please submit the following information to the Church Council for their consideration regarding the establishment of new standing committees or ministries.

Name of Committee/Ministry:

Purpose:

Duties/Job Description:

Relationships with other Committees/Individuals:

Members: Chair (list name):

Additional Members (list names):

Specific Qualifications: (required to serve)

Scheduled Meetings: Weekly Monthly Quarterly As needed

Budget/Resources: Line Item in church budget Events Both None