



Ministry Groups

Worship Ministry Group

1. Plans worship, including special services such as baptism, and recruits rotating lay leadership.
2. Prepares and cleans up from Communion.
3. Meets once a month, with additional planning meetings typically held during seasons such as Advent and Lent.
4. Oversees the seasonal changes of the sanctuary space and ties visual and other elements to themes/enlists and works with a "sacred space team" that assists with floral, banner and other materials to enhance the beauty of the worship space.

Outreach/Evangelism Ministry Group

1. Plans regular outreach activities for all ages. Includes (but not limited to) activities such as the Strawberry Festival, Halloween Open House, Wonderful Wednesdays, Music & Arts Camp, and other community-oriented events.
2. Coordinates an on-going program of visitation of prospective members and visitors which could include activities such as taking plants and loaves of bread or sending follow-up notes or letters to visitors.
3. Coordinates publicity and advertisements through items such as Press Releases, Banners, newsletters, signage and web site.
4. To plan and implement activities and programs for children and youth. (Although the activities BBC currently does for children and youth span multiple ministry groups, in order to keep the planning and implementation of all activities for ages 18 and younger within the same ministry group, they will be placed primarily under the Outreach/Evangelism Ministry Group.)

Spiritual Formation Ministry Group

1. Coordinates opportunities for spiritual growth for all ages.
2. Seeks ways to disciple and incorporate new members into the congregation and life of faith.
3. Activities including (but not limited to) Bible study, weekly prayer and meditation gatherings, small group study, book study, fellowship opportunities, membership classes, and special events or series (in the last year this included things like the Nooma video discussions, or “Your Spiritual Bucket List”)

Helping Services Ministry Group

1. Oversees and authorizes disbursement of benevolence funds to individuals and families in need, which includes such items as rent assistance, utility bill assistance, and school related needs (supplies, backpacks, clothing).
2. Represents and involves the congregation in ecumenical helping services to the community such as My Brother's Pantry (monthly food distributions, food collections and deliveries on the Broadneck Peninsula) and Serving People Across Neighborhoods (SPAN) (helping local families receive financial and food assistance).
3. Oversees the distribution of church-supported local and global mission offerings (DC Convention and The Alliance of Baptists).
4. Helps coordinate occasional missions and service events such as West Virginia Mission Trip.

Support Services Ministry Group

1. Oversees and/or performs building maintenance such as parking lot and sidewalk snow removal, servicing A/C and Heating, mowing, etc.
2. Oversees and/or performs building improvements.
3. Purchases office supplies and equipment for the church such as copier toner, paper, etc.
4. Oversees record keeping (Counts attendance, offerings and logs into notebook)
5. Staffing oversight needs (office administration, nursery care)

Church Officers

Church Council Chairperson

1. Develops agenda and convenes monthly meetings of the Council, a group comprised of Chairs of all Ministry Groups;
2. Consults with the pastor on issues for Council discussion or action;
3. Conducts meetings and facilitates communication among Ministry Group Chairs;
4. Follows up on issues that need to come before the Church at regular business meetings with the Church Moderator.

Church Council

1. Composed of the chairpersons of the ministry groups and the chairperson of the church council.
2. One individual may serve as church council chairperson and chairperson of a ministry group.
3. Ex-officio and non-voting members of the church council include the church treasurer, church clerk and the pastor.
4. Hold regular council meetings in open session to discuss issues that come before the Church.
5. Coordinates the efforts of and receive reports from the ministry groups, committees and officers.
6. Makes and presents recommendations to the church for actions within business meetings.

Church Clerk

1. Takes and distributes minutes of business meetings and church council meetings, and maintains a permanent record of the minutes;
2. Writes and forwards the annual letter to the association;
3. Maintains an accurate roll of the church membership transfers and accepts letters, and conducts an annual review to update the roll.

Moderator

1. Presides at monthly church business meetings;
2. Communicates with church council chair, pastor and others to determine and produce agendas for business to be covered at monthly meetings.

Treasurer

1. Receives and disburses all funds of the church;
2. Keeps records of income and disbursements;
3. Makes quarterly and annual reports of income and disbursements;
4. Submits accounts and papers for annual audits;
5. Makes all records available to the budget committee for review.

Trustees

1. Executes legal documents as authorized and directed by the church in business session;
2. Holds legal titles to all properties;
3. Keeps the church informed on legal issues facing the congregation;
4. Makes reports to the church on all actions taken by the trustees;
5. Holds regular meetings.

Representative to the District of Columbia Baptist Convention (DCBC) Executive Board

As a member church in the District of Columbia Baptist Convention, Broadneck is entitled to two representatives to the Executive Board of the DCBC. One of these "elected" representatives is the pastor and another is elected from among the congregation. Responsibilities include:

1. Attends and participates at quarterly meetings of the Board, usually held on a Monday evening at the First Baptist Church of DC;
2. Learns about the Convention and its initiatives, its congregations and leadership in the Convention, as well as in the churches;

3. Communicates back to the Church about programs, events, discipleship and other opportunities related to our affiliation;
4. Attends the DCBC Annual Meeting held in October of each year.

Committees

Pastoral Care Team

1. Works alongside of pastor to offer support to Broadneck participants experiencing illness, grief, or crisis.
2. Willing to be called upon when pastor is not available for visitation of church members in hospitals, homes, or other settings.
3. Works with other church members and Helping Services Ministry Group to coordinate meeting the physical needs of people in crisis (coordinating meals, transportation, or other needs)

Sacred Space Team

1. Works to create a worship space that is spiritually engaging by decorating the sanctuary throughout the year. May include the use of plants, flowers, displays, banners, pictures, lighting and other materials within the worship space.
2. Coordinates with the Worship Ministry Group to support a theme or season (such as a Lenten theme of "Coming Clean").
3. May make recommendations and/or undertake larger tasks regarding our sacred space (such as painting the sanctuary) upon consultation with the Support Services Ministry Group and other church members.

Hospitality Committee

1. Oversees receptions, meals, and general use and supplies related to kitchen.
2. Delegates or enlists others in providing for food related function.

3. Offers counsel to other non-church related groups wishing to use the kitchen

Budget Committee

1. Receives budget requests from ministry groups and committees.
2. Prepares and recommends to the church for approval the annual budget.
3. Receives requests for expenditures not included in the annual budget and makes recommendations to the church.
4. Supervises the work of the treasurer and monitors the income and expenditures.

Personnel Committee

1. Reviews duties and performance of all church staff (annually) and reports to the Church Council.
2. Recommends to pastor and Church Council changes in job descriptions as appropriate.
3. Reviews staff salaries and benefits annually and recommends to Budget Committee changes as appropriate.
4. Acts as a listening body and mediator for sensitive concerns between staff members or between staff and church members upon request.

Nominating Committee

1. Keeping giftedness and desire to serve in mind, to nominate individuals to serve on ministry groups, church council, committees (except the nominating committee), trustees, moderator, clerk, and treasurer