

Harpeth Baptist Church

Suggested Guidelines

- Once someone comes off a position, they take a 1 year break.
 - *For example, after someone serves for the 3 years as a Trustee they would not accept a nomination to serve the following year.*
 - *Or, a Deacon/Elder (or other position not annually voted on) would like a break...they take at least a 1 year break from this role.*
- Each Committee (or voted upon position) has direct oversight by an Elder, Deacon, or Trustee (member of the Board). [Below are adjustable examples]
 - *Treasurer - Trustee (both assisted by the current church administrator)*
 - *Clerk - Trustee (both assisted by the current church administrator)*
 - *Youth Committee - Deacon*
 - *Communion Stewards - Elder*
 - *Decoration Committee - Deacon*
- Deacons and Trustees each carry 1 vote in the Board Meetings.
 - *Other officers may be in attendance at times depending on the situation, but will not vote (Clerk, Treasurer, etc.). Unless that officer is elected in a dual role (i.e. Trustee & Treasurer).*
 - *Elders will organize, call, and lead the meetings, but will not vote.*

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Sub-Committee Guidelines

At times, an event outside the normal annual church calendar may call for a sub-committee to be formed in addition to the regularly elected officers. These suggested guidelines apply:

- Examples of this need: Building Committee, Committee formed in response to a natural disaster (i.e. 2021 tornado), Staff search committee, etc.
- A sub-committee formed will meet and operate independently, but reports directly to the current board.
- A sub-committee should be chaired by 1 member of the current board (Deacon, Trustee, Elder).
- A sub-committee is made up of a smaller group of current officers as much as possible, but should not neglect the expertise of a church member in good standing who is willing to assist, though not in active service.
 - *Examples: A General Contractor who is a church member but not on the board would still make a nice addition to a building committee.*
 - *A retired minister who is a church member but not on the board would be a good fit for a staff search committee, etc.*
- A sub-committee serves to research and make recommendations to the board.
 - *The board in turn would attempt to move forward with the recommendation without “micro-managing”, as the board has entrusted the task at hand to the committee initially.*
 - *Example: The board should not vote “no” on a building committee’s selection of paint colors. The board’s role would be to vote “no” should the selection not fit within the given budget.*