

## Responsibilities of All Committee Chairs -

**Scheduling Events/Church Calendar** – Contact the Office Administrator to have monthly meetings included in the church calendar. Meeting schedule for the church year should be set by September. The Office Administrator will assign a meeting room and list meetings on the calendar. All committee events should be submitted to the Office Administrator well in advance.

**Keys & Building Security** – Chairs will be issued a key for building use. See the Office Administrator to receive keys and instructions for using the security system.

**Check Requests** – All reimbursements for committee spending must be made in a timely manner. Fill out and authorize a check request form (found on the counter in the church office) and leave in the Office Administrator's inbox. All receipts should be attached. Check requests for the chair must be authorized by the President, Treasurer, or Minister. Checks are printed on Monday and signed during the week.

**Tax-Exempt Purchases** – All purchases made for church expenses are tax exempt. You will need the church's tax-exempt ID number when making purchases for your committee. Copies of the sales tax exemption certificate are available from the Office Administrator during regular office hours.

Identify and mentor a chair for the succeeding year.

**Childcare** – All events sponsored by the church or a committee of the church should have adequate childcare arranged in advance. Committees should fill out the Childcare Request form for events that need childcare.

**Meeting Minutes** – All meetings should be recorded (recorder to be designated by the chair.)

Minutes should be distributed to the committee and copied to -----

**Mail** – Check your mailbox in the church office on a regular basis.

**Contact Information** – Provide the church office with all current contact information including phone numbers, email, and mailing address.

**Website** – Regularly review items related to your committee's responsibilities. Submit updates to the Office Administrator.

**Annual Report** – Each chair is responsible for submitting a report to be included in the church's Annual Report. This publication is distributed at the annual Congregational Meeting held in May.