

**WHITE BLUFF CHAPEL
ORGANIZATION AND PROCEDURES MANUAL**

4.4

COUNCIL OF MINISTRIES

1/15/2013

Purpose:

The purpose of the Council of Ministries (Council) shall be to act as an interface and a coordinator between the Board of Trustees (Trustees) and the seven council committees to ensure that the various programs/ministries of White Bluff Chapel (WBC) are carried out in accordance with the Mission Statement.

Responsibilities:

- The Council shall be composed of the chairs of each of the following committees:
 - Adult Education
 - Children's Ministries
 - Worship
 - Benevolence
 - Membership Care
 - Men's Ministry
 - Missions
- The Council shall be chaired by the Vice Chair of the Trustees.
- The Council shall recommend and implement programs and ministries to fulfill the Mission Statement.
- As a minimum, the Council shall meet in early May and November (Prior to the Trustees' meetings for those months) and the committees shall report their status compared to the plan for the year submitted with the annual planning and budget exercise.
- The Council shall maintain and update, at each meeting, a calendar covering the activities of the committees. Dates from this calendar shall be given to the Office Administrator to be placed on the official WBC calendar.
- After these meetings, the Council Chair shall report to the Trustees and present the status of all included committees. Committee chairmen may be invited to the meetings of the Trustees to support such reports or may give the reports themselves. These reports should include any significant change(s) from planning, program or budget.
- All plans are subject to approval by the Trustees.

Administrative:

- Bring any committee policy, procedural, financial, or functional related issue(s) to the attention of the Board of Trustees for consideration.
- Keep Office Administrator informed of plans for meetings, activities, or events.

Related Documents in Organization and Procedures Manual:

- [4.4.1 Adult Education Committee](#)
- [4.4.2 Children's Ministries Committee](#)
- [4.4.3 Worship Committee](#)
- [4.4.4 Benevolence Committee](#)
- [4.4.5 Membership Care Committee](#)
- [4.4.6 Men's Ministry Committee](#)
- [4.4.7 Missions Committee](#)