

Document #:	Operating Committees – C-17	Created:	6-19-2009
Title/Subject:	Safe Congregation Committee	Reviewed:	6-3-2018
Purpose:	Define committee function, duties, organization Revised/Unchanged:		
Operational Authority:	Safe Congregation Committee, Minister, Board		

Policy

Function:

To oversee the health and safety of the congregation related to church activities.

Duties:

1. Establish Policies and Procedures to safe guard congregant health and safety.
2. Work closely with other committees as needed. Includes, but not limited to, the Property Committee for issues related to building safety issues.
3. Respond to safety issues as needed.

Organization:

1. The Chair is appointed by the Committee. If there are no candidates, the PAC Team will seek a chair person(s). The chair person(s) will be approved by the Program and Administrative Council.
2. Terms shall be for one (1) year, with up to three (3) consecutive terms.
3. The Committee will be comprised of no fewer than five (5) members. The Chair is encouraged to recruit as many members as practicable.
4. The Chair or a designee represents the committee at Program and Administrative Council meetings.

Procedure

Meetings and Reports:

1. A list of Committee members is submitted to church office each September.
2. The Committee determines its meeting frequency.
3. Minutes of each meeting are distributed to members of the Committee and the church office.
4. The Committee regularly reports its activities to the Program and Administrative Council.
5. The Committee submits an annual budget to the Program and Administrative Council at the start of the budgeting process.
6. The Committee submits an annual report to the church office when requested.

Associated Documents

Bylaws Article VIII. Committees and Councils (6-3-2018)

Section 8.2 Operating Committees and Councils

The Board may create or dissolve any operating committee or council to meet the needs of the Church. Each operating committee and council will have a mandate approved by the Board that defines in writing that body's duties, organizational structure, and reporting requirements. The mandate will be reviewed at least every three years to ensure that it remains relevant to the evolving vision of the congregation.

Section 8.3 Subcommittees

The Board of Directors, committees and councils may create subcommittees, task forces, or other working groups, each with a specific limited focus.

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