

COMMITTEE ON COMMITTEES JOB DESCRIPTION

STAFF LIAISON: Minister of Music/Worship, Randy Edwards

2012 CHAIR: Jim Davis

COMMITTEE MEMBERS: David Goree, Becky Miller, Mary Russell, Kelley Smith, Keith Waldrep, Derlene Williams

I. Purpose

The Committee on Committees (COC) serves as Woodland's "Volunteer Management Center" to assist every member in learning about Woodland's Lay Ministry opportunities, and connect with their choice.

II. Responsibilities

1. Assists members in learning about Woodland's Lay Ministries, choosing their place of service, and training them in ministry.
2. Serves as coordinating committee for all proposed new ministries and assigns each adopted ministry to a sponsor Standing Committee.
3. Develops and maintains database on member's experience, current involvement, and ministry preferences.
4. Nominates persons to serve on all Church committees (except COC), and their chairs, the Chair and Chair-elect of the Church Council, Clerk, Treasurer and Trustees.
5. Inform such persons, prior to their nomination, of the responsibilities of the committee they will serve.
6. Nominate persons to fill vacancies which occur during the year.
7. Receive recommendations concerning and periodically review the Church committee structure and individual committee responsibilities.
8. When it considers it appropriate, bring to the Church recommendations concerning the establishment of new committees, the elimination of existing committees, and the revision of committee responsibilities.
9. Present such nominations and recommendations to the Church for election/approval. (Chairs and Council Chair-elect are to be presented to Council in September)
10. Report activities to Council.
11. Serve as sponsor to assigned Ministry Teams.