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# SERVICE COMMITTEE POLICY AND PROCEDURES

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## Hostess Team, Greeters Team, Flower Team, and Library Team

**Article 5 - Board of Directors Section 3-4:** To establish governing principles, policies, and determining practices for the Church, including the creation and/or approval and maintenance of policies and procedure manuals, which will contain all controlling policies and procedures governing any and all aspects of the Church's affairs, including, but not limited to, committee task descriptions and policies regarding the handling of funds, use of facilities, and employment policies and practices;

**Article 10 Section 1 Church Operation Manual:** The Policies and Procedures Manual of Newington Baptist Church will provide more specific and detailed information on how NBC will operate beyond what is covered in the Constitution and Bylaws. The purpose of the Policies and Procedures Manual is to define orderly functional processes, and to protect the Church from financial, criminal, civil, and reputational risks. This Manual should include policies for all Ministries that require particular attention to detail in their processes to reduce risk or increase accountability. The manual will be maintained by the Church Administrative Assistant on the church website and other cloud storage.

Year:	B.O.D. Signature:	Date of Review:
2020	Mike Gray	10/19/2022
2021	No Review due to COVID	
2022	Gerald German	3/09/2022
2023	Pastor Chris Grella	5/04/2023
2024	Pastor Chris Grella	2/09/2024
2025	Pastor Chris Grella	5/13/2025

Policy and Procedures Established 2019  
NEWINGTON BAPTIST CHURCH  
6169 Main Street, Gloucester, Va. 23061

**Hostess Team:** The responsibilities of the Hostess team is to supervise and coordinate all church-wide meals. The team also provides a reception at the church upon the request of a family following a funeral or memorial service. The team acts as the general hostess of the church during these meals, post rules for and supervises the kitchen, and maintains proper supplies for the kitchen.

**Greeters Team:** The responsibilities of the Greeter team are to provide for the welcoming and seating of the congregation for worship services. This team schedules greeters and staffs the welcome centers. They assure that the worship center is ready for worship services. The leader of this team helps schedule greeters for all meetings when they need to be present, including funerals and meetings other than worship services. This team is responsible for parking lot direction when necessary.

**Flower Team:** The responsibilities of this team are to supervise the placing of flowers and decorations in the church. The duties of this team include decorating Newington Baptist Church for each Sunday and for special occasions such as lunches and anniversary of the church. The team is also responsible for decorating the church for the following occasions such as Valentine's Day, Palm Sunday, Easter, Memorial Day, Independence Day, Thanksgiving, Christmas, and flower arrangements for church members' immediate family who have passed away. If requested, a memorial gift may be substituted for flowers.

**Library Team:** The responsibilities of the library team are to supervise, administer, and promote the use of the NBC library while glorifying God through their help, support and ministering to the church staff, members and guests.

- Supervise and teach new team members the functions of the library and the steps they will need to follow to
  - get an item ready for the shelf,
  - check in and out library materials,
  - help members with their choice of library selections,
  - shelve books in order by CALL numbers,
  - purchase of new library materials for circulation,
  - weed out materials to make room for more current selections when necessary,
  - create a library budget each year
- Administer
  - order work supplies,
  - enter new items into the library by entering them into the Accessions book along with CALL numbers using the Dewey Decimal System,
  - add check out cards/envelopes, spine labels and stamping "Newington Library" throughout each item,
  - enter new cataloged item into the Newington Library on-line database THE LIBRARY THING,
  - dust, vacuum, and keep the library functional, as well as looking up-to-date and inviting.
- Promote
  - create and publish a Library Ladybug newsletter,
  - post a monthly article in the Newington Newsletter to showcase an item that is available in our library,

- change out the display of library books each week on the shelves across from the welcome center,
- place new library items on the "new items" shelf inside library,
- keep the bulletin board outside the library and the library page located on the Newington's Webpage up to date.