

# FLAT SPRINGS BAPTIST CHURCH

Sanford, North Carolina

## Policies Manual

Title Membership Committee Policy	Policy Number 029	Page: 1 Of: 2
Yearly Elected Committee Members	Date of Revision: 12/13/2015	Level of Revision: 2

I. Purpose – the committee is to provide for the church an accurate and up to date membership record.

II. Definitions –

The committee shall be members of Flat Springs Baptist Church selected by Nominating Committee and approved by church members and shall be subject to the Church Constitution. The committee shall be made up of the Church Clerk, Church Secretary and two additional members and serve for a full church year.

III. Procedure

1. Committee members to serve from September 1 through August 31 of each church year.
2. The committee will review the Church roll once per year and make needed corrective recommendations of the Church roll subject to the guidelines of the Church Constitution. This will take place in the month of October.

IV. Responsibilities

1. The committee is responsible in assisting the Church Clerk with the process of keeping the Church roll updated and accurate.

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V. Related Documents

VI. Supersedes Document

### Revisions

<u>Revision Level</u>	<u>Revision</u>	<u>Revision Made By</u>
0	Original 5-9-04	
1	6/9/2013	Membership Committee
2	12/13/2015	MC- Reviewed & Revised